

SPC SOFTWARE[®]
PUBLISHING
CORPORATION



*Using Harvard Montage
for Windows*

Harvard[®] for Windows[™] Montage[™]

The easy way to organize your graphics.

Using Harvard Montage

for Windows

Part Number 16-0220-10



5 ♦ Labeling Thumbnails

Assigning thumbnail properties	5-2
Saving and loading properties	5-4
Defining keywords	5-5
Saving and loading keyword lists	5-6
Defining marks	5-7
Viewing marks	5-8
Managing marks	5-9

6 ♦ Locating Thumbnails

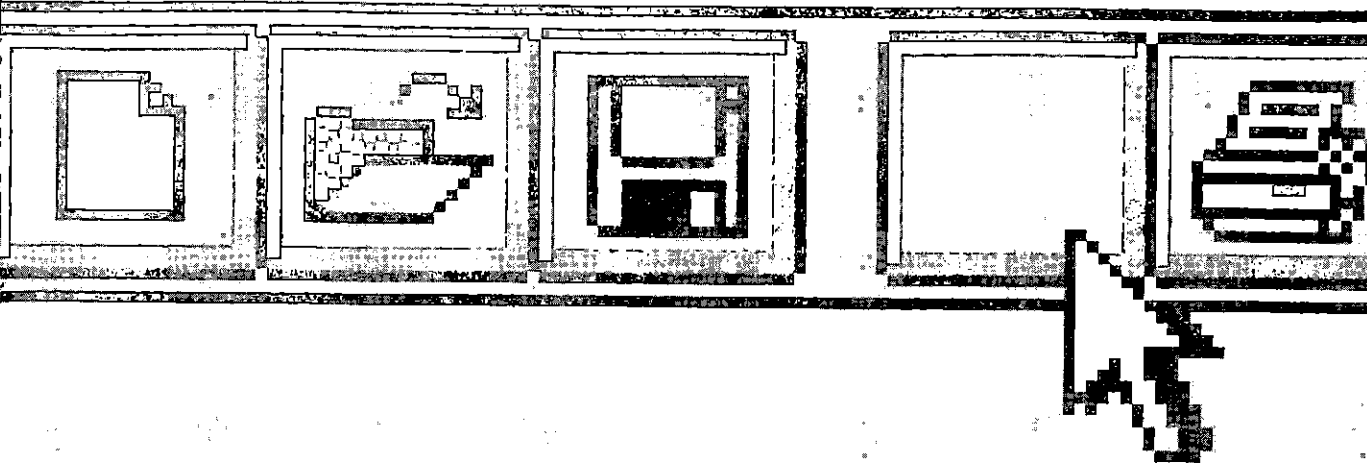
Search basics	6-2
Search criteria and queries	6-2
Match case and match whole word ...	6-2
Boolean operators	6-3
Performing a search	6-4
Using the Search Ribbon	6-5
Defining a single-criterion search	6-6
Search by Query	6-6
Defining a complex search	6-7
Sorting thumbnails	6-8

7 ♦ Viewer

Running Viewer	7-2
The Viewer window	7-2
Editing a file in Viewer	7-3
Changing the view in Viewer	7-4
The global viewer	7-5
Displaying information about a file ...	7-5
Managing Viewer windows	7-6
Positioning Viewer windows	7-6
Customizing Viewer	7-6
Working with graphics	7-7
Exiting a Viewer window	7-7

A ♦ Object Linking and Embedding

Object Linking and Embedding (OLE) ...	A-1
OLE in Harvard Montage	A-2
Linking	A-4
Embedding	A-4
Editing objects	A-5

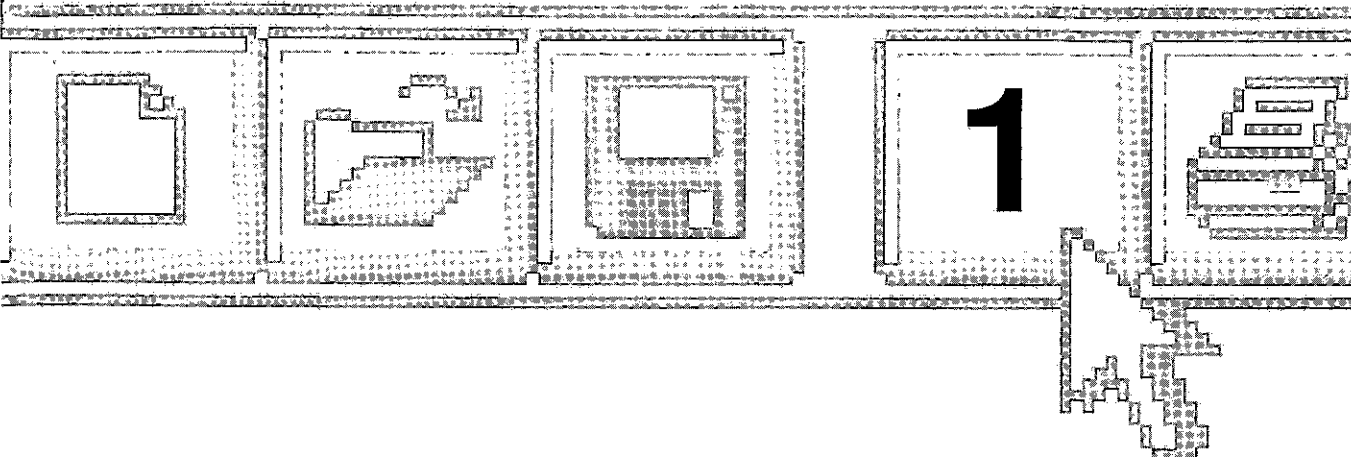


Welcome to Harvard Montage

Harvard Montage helps you organize and view the files on your system. Harvard Montage represents files on disk with visual thumbnails. You collect thumbnails of files into albums.

Harvard Montage is quick *and* powerful. You can manage a few hundred files or over a million with equal ease. You can display files as thumbnails or with their more "traditional" 8-character filenames. Complementing Harvard Montage's management features is its Viewer. Working with these two programs, you can view and manage files from all types of media devices.

Harvard Montage is an easy way for you to catalog your slides, clip art, and multimedia files so you can quickly build more effective presentations and documents.

A decorative header bar with a textured, pixelated background. It contains five square icons: a document, a folder, a square with a smaller square inside, a large number '1', and a stack of papers. The number '1' is the largest and most prominent.

1

Getting Started

This chapter explains how to:

- ◆ Install Harvard Montage for Windows (page 1-2)
- ◆ Deinstall Harvard Montage (page 1-2)
- ◆ Start Harvard Montage and use the workspace (page 1-3)
- ◆ Identify file formats supported by Harvard Montage (page 1-4)
- ◆ Exit Harvard Montage (page 1-5)
- ◆ Get Technical Support assistance (page 1-5)

Installing Harvard Montage

Required: an IBM-compatible 386 computer, DOS 3.1 or later, Microsoft Windows 3.1 or later, a minimum of 4 MB RAM, a monitor and graphics card set up to VGA or better, and a Microsoft-compatible mouse.

Recommended: 10 MB or more free hard disk space, an IBM-compatible 486 computer.

- 1 Insert Disk 1 into drive A.
- 2 In Windows Program Manager, choose **Run** from the File menu. Then type **a:install** and click **OK**.
- 3 Follow the instructions on the screen.

If you have Harvard Graphics for Windows 3.0 installed on your machine, Harvard Montage updates the .EXE file. This update only affects drag and drop of presentation slides between Harvard Montage and Harvard Graphics.

The \SPC directory contains files that other Software Publishing Corporation Windows products can share.

- 4 You can register your copy of Harvard Montage online. Follow the instructions on the screen.

If at some time you need to reinstall Harvard Graphics 3.0, you also need to reinstall Harvard Montage to update your HGW3.EXE file.

Deinstalling Harvard Montage

If it is ever necessary to deinstall Harvard Montage, use the deinstall program to remove Harvard Montage from your computer, freeing up disk space.

- 1 Double-click the SPC Deinstall Program icon in the Harvard Montage program group.

*You can also use **Run** from the Windows Program Manager File menu. The default path is C:\SPC\DEINSTAL\DEINSTAL.EXE.*

- 2 In the Deinstall SPC Products dialog box, click **Harvard Montage**, then click **OK**.

Follow the instructions on the screen.

Deinstall deletes all files and directories from \MONTAGE and \SPC that aren't being used by other Software Publishing Corporation Windows products. It also deletes ULEAD.INI from your Windows directory.

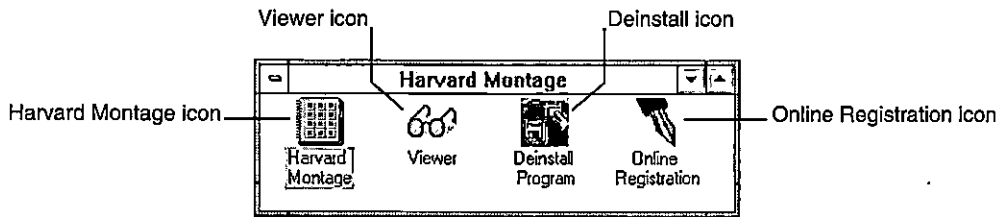


Notes

- ◆ Deinstall doesn't delete files you created, as long as you saved them with names that are different from files installed with Harvard Montage
- ◆ Deinstall doesn't remove any directory on a network drive or one currently open in Windows File Manager

Starting Harvard Montage

To start Harvard Montage in Windows, double-click the Harvard Montage icon in the Harvard Montage program group.



Harvard Montage program group

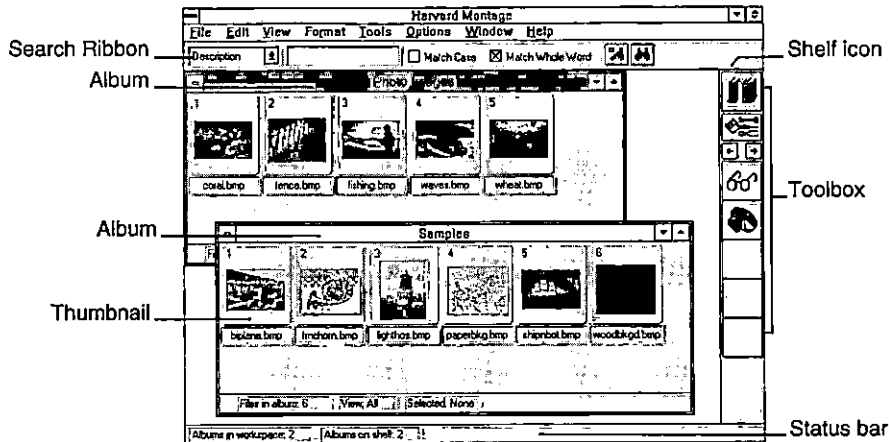
When you open Harvard Montage you see two sample albums. You can use these sample albums to practice and become familiar with Harvard Montage's features.

- ◆ SAMPLES.ABM contains a sampling of different bitmapped images you can use as backgrounds for presentations
- ◆ PHOTOS.ABM contains digitized photographs

The Harvard Montage window contains:

- ◆ Albums within the *workspace*; the area where you do most of your work
- ◆ A Search Ribbon providing quick access to search functions

- ◆ A Toolbox providing direct access to your programs as well as a Shelf to store albums
- ◆ A status bar displaying information about the active album



Harvard Montage window

File formats

File formats define the way data is stored. Harvard Montage supports the most popular file formats including, image, graphic, audio, video, animation, and other file formats such as Harvard Graphics for Windows 3.0 .PRS and .STY files, Microsoft PowerPoint 4.0 .PPT files, and Lotus Freelance Graphics for Windows 2.1 .PRE files.

Harvard Montage manages all these files, including files that retain an association to their original application so you can open files in that application directly from Harvard Montage. These files are referred to as *application-linked* files.



Help

- ◆ For detailed information on file formats, choose **Search** from the Help menu and type **file formats**.

Choosing **Active File Formats** from the Format menu opens the File Formats dialog box so you can modify which bitmap or vector file formats you want Harvard Montage to support. When you use Harvard Montage for the first time, all available file formats are placed on the active list.

Exiting Harvard Montage

When you finish your Harvard Montage session, exit by closing the program window or choosing **Exit** from the **File** menu.

Technical Support and Customer Service

U.S. and Canada

HotLine assistance is available in the U.S. and Canada from 9:00 a.m. to 9:00 p.m. (EST), Monday through Friday (excluding holidays).

Call:	With questions on:
Technical Support (408) 988-3996 Fax: (408) 980-1518	Technical problems. Note the sequence of events that led to the problem and any program messages you see, and have this user guide available and Harvard Montage running on your computer
Customer Service (800) 234-2500 Fax: (408) 980-1518	Product upgrades, faulty disk replacement, low-density disk requests

International

Technical and customer advice is available in the following countries. Hours of operation and national holidays vary from country to country.

In:	Do this:
Europe	To receive support, you must first register your copy of Harvard Montage. After you register, you will receive an information pack with details about your regional support center
Latin America and other countries	Contact your local distributor
Australia	Call +61 2 561 5999

Harvard Montage Basics

This chapter shows you how to:

- ◆ Create albums (page 2-3)
- ◆ Open and close albums (page 2-4)
- ◆ Insert thumbnails into albums (page 2-4)
- ◆ Work with subalbums (page 2-7)
- ◆ Select thumbnails (page 2-8)
- ◆ Move thumbnails (page 2-9)
- ◆ View image and graphic files (page 2-11)

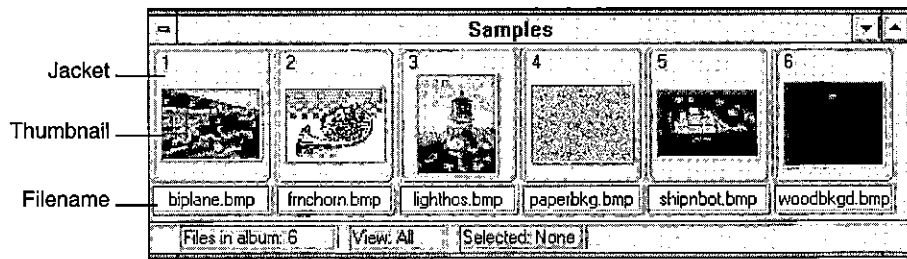
Overview

The traditional way of managing files has been to use the “file tree” approach, such as that adopted by DOS and Windows. This method displays the files on your system as a tree consisting of a root directory with subdirectory “branches.” Harvard Montage does not change this structure, it only represents the information in a different way—through albums, subalbums, and thumbnails.

Albums, like photo albums, store “photographs” (thumbnails) of your files. Just as you can have photo albums of photographs for particular events, you can have albums of files for particular purposes, for example, an album of business graphics, or one that holds your latest presentation files.

Subalbums are similar to albums but store thumbnails for multi-image files. Harvard Montage creates and opens a subalbum window when you double-click a multi-image file, such as a presentation file, in an album window.

Thumbnails are visual representations of the contents of a file on your disk. Therefore you can “see” what a file is, rather than having to rely on an 8-character filename. This makes it easier to identify your files and to group like files together. With thumbnails you can also append additional information, such as subjects and descriptions.



Thumbnails in an album

Creating albums

Your first step on the way to using Harvard Montage is to create an album. You can have up to 140 albums in the workspace. Each album can contain over 65,000 thumbnail files.

To create a new album:

- 1 Choose **New** from the File menu.

The New Album dialog box opens.

- 2 Type a title for the new album.

The title you type appears in the new album's title bar. The first 8 characters of the title are used for the album's filename. Harvard Montage adds the filename extension (.ABM).

- 3 Select a thumbnail size and compression scheme to display files in the album.

The larger the thumbnail size, the more memory required. For most cases select the default 64 × 64 option.

- 4 Type the directory you want the album file saved in.

- 5 Type an optional description for the new album.

- 6 Deselect **Continue to Insert Files** if you don't want to start inserting thumbnail images immediately after creating the album.

- 7 Click **Keywords** if you want to assign keywords to the album.

- 8 Click **OK**.

The new album appears in the Harvard Montage workspace. If you selected to insert files, the Insert dialog box appears.



See

page 5-5 "Defining keywords"



See

page 2-4 "Inserting thumbnails into albums"



Notes

- ◆ You can also create a new album and move thumbnails into it by selecting thumbnails in an existing album and then choosing **Make Album** from the Edit menu
- ◆ Compression options only affect thumbnails and do not change the original files
- ◆ The **Display Thumbnails in Grayscale** option is enabled if you are using a 16-color display and selected **Bypass VGA Palette to Enable Use of 16 Grays** in the VGA Palette dialog box

Opening and closing album files

When you create an album, it immediately appears in the Harvard Montage workspace. It stays there until you move it onto the Shelf or remove it. To open albums you removed, use the **Open** command from the File menu; this returns the album to the workspace.



Note

- ◆ You can also open albums by dragging them from Windows File Manager and dropping them into an empty part of the Harvard Montage workspace or onto its minimized icon.

Closing an album file is slightly different than closing other files. If you want to close an album, but intend to use it later, you should place the album onto the Shelf. If you don't want to use the album in the near future, choose **Remove Album** from the File menu. This removes the album from the workspace but does not place it on the Shelf or delete the album file from disk. To bring the album back into the workspace, open it again using the **Open** command from the File menu.

Inserting thumbnails into albums

Once you create and open an album, you can insert thumbnails of your files. It is important to remember that the original file remains where it is on your disk. How the thumbnail is represented depends on the type of file to which it is associated.

- ◆ For image or graphic files, the thumbnail displays a picture of the contents of that file
- ◆ For presentation files, the first slide of the presentation is displayed. Within subalbums of presentations, each slide in the presentation is displayed as a thumbnail
- ◆ For video and animation files, the first frame of the sequence is displayed

If the file's contents cannot be shown, as in text or sound files, the thumbnail is represented by the file's program icon or a default icon.



See page 2-6
"Inserting files from a
TWAIN device"

Whether you want to insert thumbnails into an empty album or one that already contains other thumbnails, you can:

- ◆ Choose **Insert Thumbnails** from the Edit menu
- ◆ Drag and drop existing thumbnails from one album window to another
- ◆ Use the **Acquire** command in the File menu for scanned images
- ◆ Click the **Album** button in the Viewer program's Save As dialog box
- ◆ Drag and drop files directly from Windows File Manager into an album window



Note

- ◆ You can only insert the thumbnail of a given file into the same album once. If you try to insert a thumbnail more than once, Harvard Montage updates the original thumbnail and information.

To insert thumbnails of files:

- 1 Choose **Insert Thumbnails** from the Edit menu.
The Insert dialog box opens.
- 2 Select the drive and directory containing the file or files you want to insert.
- 3 Select the media type you want from **List Media Types**.
- 4 Select the type of file you want to insert from **List File Types of Media Type**.
- 5 Select the album you want.
- 6 Select the files you want to insert from the **File Name** box.
- 7 Select **Include all Subdirectories** to include matching files from any subdirectories.
- 8 Select **Write Errors and Journals to File** to save a report with any problems that occurred when inserting the selected files.

Use this if you are inserting a large number of thumbnails and you don't want the insertion process halted if any errors occur. (This is particularly useful if inserting files overnight.) If this is left unchecked, any problems that occur prompt a message box and halt the insertion process.

- 9 Click **Insert**.

*Harvard Montage inserts the selected files into the specified album. The dialog box remains open so you can insert more files into albums. To close the dialog box, click **Close**.*

Removing thumbnails from albums

Sometimes you might want to remove thumbnails from albums. It could be that you no longer need them or that they should not have been in the album in the first place. Removing a thumbnail from an album does not affect the associated file on disk.

To remove a thumbnail, select it and choose **Clear** from the Edit menu, or press the Del key. The selected thumbnail is removed from the album. If you remove a thumbnail accidentally, use the **Undo** command in the Edit menu or insert it again from the original file.

Inserting files from a TWAIN device

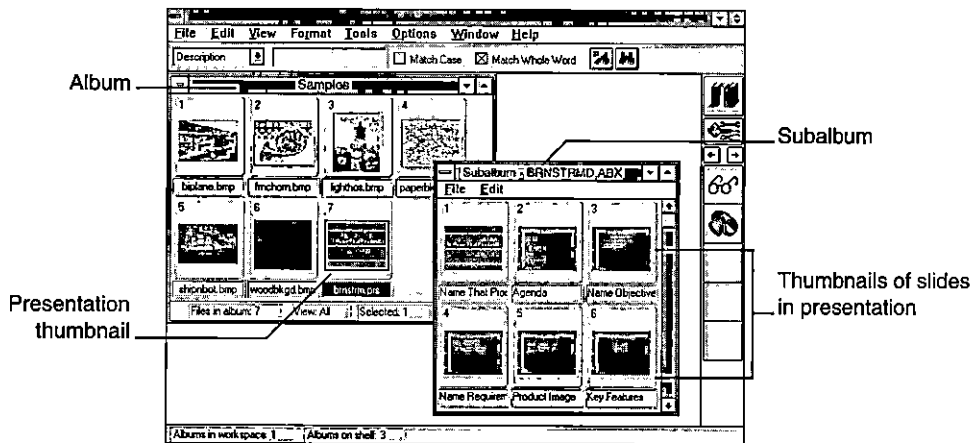
Before you use the **Acquire** command in the File menu, you must select the TWAIN device from the Select Source dialog box. To display this dialog box, choose **Select Source** from the File menu.

If you installed a TWAIN device, such as a frame grabber or scanner, you can input scanned images directly into an album using the **Acquire** command. Choosing this command opens the Acquire dialog box. In this dialog box you can specify the filename, drive, and directory of the file you want to create. Once created, a thumbnail of the file is automatically placed in the active album. (If acquiring multiple images, ensure that the last character in the filename is a number. Harvard Montage automatically adds one to this number with each successive input.)

When using an auto feed scanner and scanning large numbers of pages with information on both sides, select **Increase File Number by Two**. In the first scan, all files are saved in consecutive odd numbers, for example, IMG0001.BMP, IMG0003.BMP... When you scan in the reverse sides of the pages, the files are saved as even numbers, for example, IMG0002.BMP, IMG0004.BMP... In this way you can be sure that the file order is identical to your page order.

Working with subalbums

One of the advantages of Harvard Montage is its ability to display thumbnails for each image in a multi-image file, such as a presentation file. For example, if you insert a thumbnail image of a Harvard Graphics presentation file into your album, you can double-click the thumbnail to display thumbnails for each individual slide in the presentation. Harvard Montage displays these thumbnails in a subalbum window.



Album and subalbum windows

Harvard Montage displays a subalbum for Harvard Graphics for Windows 3.0 presentation files and style files, as well as Microsoft PowerPoint 4.0 and Lotus Freelance Graphics for Windows 2.1 presentation files.

You can view thumbnails in a subalbum in two ways:

- ◆ Double-click the thumbnail to see a full-screen image. Press Esc to return to the subalbum window
- ◆ Select the thumbnail and choose **Run** from the Edit menu to open the entire file in the application used to create it

After you open a subalbum, you can use Harvard Montage to print or copy the thumbnail images as you would in an album window. There are some important differences between albums and subalbums:

- ◆ You cannot reorder images in a subalbum
- ◆ You must close the subalbum window before you can return to the album or switch to another album window

- ◆ If you copy a thumbnail from a subalbum to the clipboard, you can paste the thumbnail into any program that accepts pictures
- ◆ If you drag a thumbnail from a subalbum and drop it into Harvard Graphic's Slide Sorter view, Harvard Graphics creates a new slide. If you drag a thumbnail and drop it into another view in Harvard Graphics or another program, Harvard Montage copies a picture of the thumbnail
- ◆ You must perform a search in an album window and then open the subalbum to view any search results
- ◆ Any sorting you perform in an album window does not apply to any of its subalbum windows

Selecting thumbnails

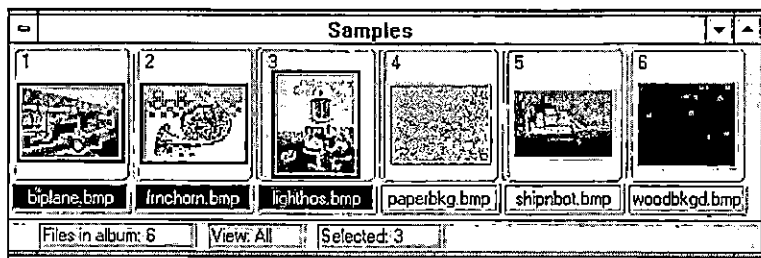
When you perform most operations, they are applied to all the thumbnails in an album or subalbum, or to selected thumbnails only. You can select or deselect thumbnails in the following ways:

- ◆ To select one, click it once
- ◆ To select a range, click the first thumbnail in the range and then, holding down the Shift key, click the last
- ◆ To select or deselect individual thumbnails, hold down the Ctrl key and click the ones you want to add to, or remove from, the current selection
- ◆ In the Search dialog box, choose **Select** in the **Action to Take** box. Any thumbnails matching the search criteria are selected
- ◆ Select or deselect thumbnails by choosing **Select/All**, **Select/None**, or **Select/Invert** from the Edit menu. (These commands do not apply to subalbums.)
 - ◆ **All** selects all the thumbnails in the current view
 - ◆ **None** deselects all selected thumbnails. (Clicking an album's status bar has the same effect.)
 - ◆ **Invert** selects the thumbnails which are not currently selected and deselects the ones selected in the current view. This is useful if you want to select a large number of thumbnails while excluding one or two. In such cases select the ones you do not want and then invert the selection



Note

- ◆ If you only want to display selected thumbnails in the album window, choose **Selected** from the View menu. To display all the album's thumbnails again, choose **All** from the View menu or click the View All icon in the Search Ribbon.



Thumbnails 1, 2, and 3 are selected and appear with a highlighted filename

Performing drag and drop operations

Drag and drop is a simple, yet powerful technique for transferring information within and between programs, and shifting the focus of your work. Harvard Montage has extensive support for drag and drop, which provides you with complete file and program management abilities. The following section describes some of the drag and drop operations you can perform with Harvard Montage.

You can:

- ◆ Drag and drop thumbnails of slides into Harvard Graphics for Windows 3.0 to copy the slide to a presentation
- ◆ Drag and drop program files (.EXE) to an empty icon in the Toolbox of Harvard Montage to create program icons
- ◆ Drag and drop album files (.ABM) into the Harvard Montage workspace to open them
- ◆ Drag and drop files into albums to create thumbnails of the files

**Note**

- ◆ It is important that files are dragged to the right place, that is, albums must be dropped in an empty part of the workspace, images must be dropped into an album, and programs must be dropped onto the Toolbox. When you drag thumbnails to other programs, the result is determined by that particular program. In general, if you drop a thumbnail onto a minimized program icon, or onto the program window's title bar, the program attempts to open the thumbnail. If you drop the thumbnail into the program's workspace, it might be placed into the active document as an object, or it might be opened; exactly which depends on the settings defined in the OLE & Clipboard dialog box.

Opening a file from the Toolbox

One of the more common drag and drop operations is to drag a thumbnail from an album and drop it onto a program icon in the *Toolbox*; the box at the right of the workspace which contains frequently used programs and icons. Given that the file is compatible and the program accepts command line opening of files, the file associated with the thumbnail is opened in the destination program.

**See**

page 4-10 "Changing the program association of a file"

**Note**

- ◆ For application-linked files, double-clicking a thumbnail or choosing **Run Application** from the Edit menu also opens the file of a selected thumbnail, as long as it has the correct program association.

Opening a file from the workspace

**See**

page A-1 "Object Linking and Embedding"

If you have other programs running at the same time, you can drag and drop thumbnails directly into the program's workspace rather than its program icon in the Toolbox. (Depending on the settings in the OLE & Clipboard dialog box, this either embeds, links, or opens the file, where compatible.)

Cutting and copying thumbnails

With drag and drop you can easily move thumbnails within or between albums by simply selecting the thumbnails and dragging them to their new destination. (This can be to an open album or its minimized icon.) Thumbnails moved from one album to another are removed from the first and introduced at the end of the second (or in the position determined by the album's current sort mode). If you hold the Ctrl key down while dragging, the thumbnails are copied.

**Note**

- ◆ The original files associated with the thumbnails are not duplicated.

To copy a thumbnail to another file, select the thumbnail, click the right mouse button, and choose **Copy/To File**. The Copy Files dialog box opens so you can copy the thumbnail to another drive and directory.

Viewing images

If a thumbnail's file is an image or graphics file, you can view it using the Viewer. This is useful if you want to compare multiple files at their original size or see a file in greater detail. To open a file in the Viewer, double-click its thumbnail.

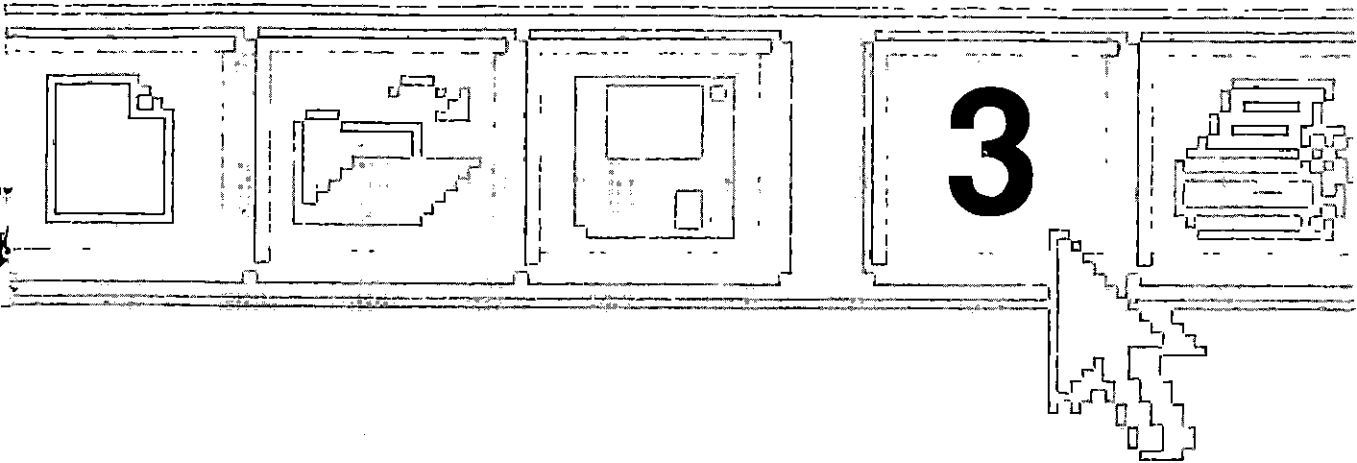
**Note**

- ◆ The Viewer is not available for multi-image files such as presentations.



See page 7-3
"Editing a file in Viewer"

Once a file is displayed in a Viewer window, you can perform basic editing functions such as copying the file or portions of the file to the clipboard. You can then paste the data into another compatible file.



Working in the Harvard Montage Window

This chapter shows you how to:

- ◆ Display thumbnails or filenames (page 3-2)
- ◆ Display additional information (page 3-2)
- ◆ Display program features (page 3-3)
- ◆ Scroll an album (page 3-3)
- ◆ Print albums, thumbnails, keywords, and files (page 3-4)
- ◆ Customize the way Harvard Montage works with you and your Windows environment (page 3-6)

Displaying thumbnails or filenames

You can display files in albums and subalbums as thumbnails or by their filenames. To change the way files are displayed, select an album and choose **Thumbnails** or **Filenames** from the View menu. The following provides a brief explanation of what information is displayed:



See page 3-6

"Album options"

- ◆ **Thumbnails** displays the thumbnails of files from left to right and top to bottom. You can also choose whether or not to display the filenames, subjects, or jackets of thumbnails using the Album Preferences dialog box to change album properties
- ◆ **Filenames** displays filenames from top to bottom in the album. Depending on selections made in the Album Preferences dialog box, various information is displayed about each file, such as: file attributes, subject, description, and pathname. Viewing the filename is quicker than viewing the thumbnail, and requires less memory

Samples					
1	biplane.bmp	61,230	03/01/95	Image	Indexed 256-Color, 292 x 206 Pixels, 96 Dpi
2	finchorn.bmp	27,838	04/14/93	Image	Indexed 16-Color, 273 x 198 Pixels, 96 Dpi
3	lightnos.bmp	73,078	03/01/95	Image	Indexed 256-Color, 239 x 300 Pixels, 96 Dpi
4	paperbkg.bmp	35,078	02/21/92	Image	Indexed 16-Color, 299 x 230 Pixels, 840 Dpi
5	shipbot.bmp	79,510	03/02/95	Image	Indexed 256-Color, 342 x 228 Pixels, 301 Dpi
6	woodbk-gd.bmp	67,438	05/26/93	Image	Indexed 256-Color, 279 x 237 Pixels, 640 Dpi
Files in album: 6 View: All Selected: None					

Viewing files in an album by their filenames



Note

- ◆ The information for subalbums is different. Harvard Montage always displays the thumbnail's subject, if available, in a subalbum window.

Displaying additional information

You can display information about the file of a thumbnail in two ways: selecting the thumbnail and choosing **File Information** from the View menu, or by clicking a thumbnail with the right mouse button and choosing **Information**. Choosing the **File Information** command opens the File Information dialog box. Here you can find information about the attributes of the file as well as details including the filename, file format and space occupied on disk, and whether the file is read only. Clicking the **More** button displays additional information about any marks, keywords, subjects, or descriptions associated with the file.



Note

- ◆ Information provided varies for different files and formats.



See page 5-2
"Assigning thumbnail
properties"

To display information about an image in a subalbum, click the right mouse button on the thumbnail and choose **Information**. Harvard Montage displays file, keyword, subject, and description information.

To display information about an album, choose **Album Information** from the View menu. This opens the Album Information dialog box. Here you can find information about the attributes of the album, thumbnails, files, and compression schemes. The description of the album is also displayed, as well as any keyword lists and mark files.

Displaying program features

Commands in the View menu provide options to show and hide various features of the Harvard Montage window. These include the Toolbox, Mark Palette, and Search Ribbon. Choosing one of these commands hides the appropriate feature—choose it again to show it.



Note

- ◆ To close the Toolbox, click the Tools icon and choose **Close Toolbox**. To open the Toolbox again, choose **Toolbox** from the View menu. To close the Mark Palette, you can also choose **Close** from the mark palette control menu.

Scrolling an album

Harvard Montage provides several methods for locating and displaying thumbnails in an album. The most obvious is the scroll bar, which appears on the right side of the album when it is not possible to display all the thumbnails in the current view. Clicking the scroll bar direction buttons moves the view by a single line or row. Clicking in the scroll bar moves the view by a page, and dragging the slider moves quickly to a new location.

If you have a large number of thumbnails in an album you can automatically scroll them by choosing **Auto Scroll** from the Tools menu.

To autoscroll an album:

- 1 Choose **Auto Scroll** from the Tools menu.
The Auto Scroll dialog box opens.
- 2 Type a time you want Harvard Montage to wait before each scroll in the **Delay Time** entry box.
- 3 Click **OK**.

The dialog box closes and automatic scrolling begins. To pause and continue scrolling, press the Space bar. To stop scrolling, press the Esc key.

If you want to go to a specific thumbnail, choose **Scroll To** from the Tools menu. This opens the Scroll To dialog box which lists the filenames and index numbers of all the thumbnails in the album. Selecting a filename and clicking **OK** automatically scrolls the thumbnails to the location of the selected filename.



Note

- ◆ Double-clicking a filename in the Scroll To dialog box has the same effect.

Printing

You can print albums, thumbnails, keywords, and associated files.

Printing an album

When you want to print information on all the thumbnails contained within an album, choose **Print/Album** from the File menu.

To print an album:

- 1 Select the album you want to print.
- 2 Choose **Print/Album** from the File menu.

The Print Album dialog box opens.

- 3 Select the information you want to print, such as the thumbnail, file attributes, keywords, subjects, and descriptions. You can print these options individually or all at the same time.

*When printing thumbnails, you can determine their size in the **Thumbnail Size** spin box. To print only the currently selected thumbnails, select **Print Selected Items Only**. For the best possible representation of thumbnails, select **Create Thumbnails From Original File**. This produces a clearer thumbnail, but does slow down processing.*

- 4 Click **OK**.

Other options are also included in the Page Setup dialog box, accessed by clicking **Page**. Here you can change the page layout, create a header or footer as well as choose to append any relevant album information.

Printing thumbnails

To print information regarding individual thumbnails in an album window, choose **Print/Thumbnails** from the File menu. This opens the Print Thumbnails dialog box. When you print a thumbnail, you can include its filename, index number, and thumbnail slide. You can also control how many thumbnails appear on each page as well as the size of each thumbnail.

Selecting **Create Thumbnails From Original File** produces a clearer thumbnail, but does slow down processing. To print only selected thumbnails, select **Print Selected Items Only**. (This is disabled if no thumbnails are selected.) If you do not select any thumbnails, Harvard Montage prints all thumbnails in the album.

To print thumbnails for a subalbum, choose **Print** from the subalbum's File menu.

Other options are also included in the Page Setup dialog box, accessed by clicking **Page**. Here you can change the page layout, create a header or footer as well as choose to append any relevant album information.

Printing keywords

If any of your thumbnails have keywords assigned to them, you can print keywords by choosing **Print/Keywords** from the File menu. The Print Keywords dialog box opens. This is a useful command when you want to print a list to cross reference your keywords to filenames. Select the keywords to print by highlighting them in the **Keywords to Print** box.

Other options are also included in the Page Setup dialog box, accessed by clicking **Page**. Here you can change the page layout, create a header or footer as well as choose to append any relevant album information.

Printing files

To print the file of a thumbnail:

- 1 Select the thumbnail you want.
- 2 Choose **Print/File** from the File menu.
The Print File dialog box opens.
- 3 Type a title for the file or image you want to print in the **Title** entry box.
The default, "&f", prints the filename.
- 4 Select **Scale to Fit the Page** to scale the file to be as large as possible on the page while maintaining its proportions. With this option unselected, the file prints at the size determined by its resolution.
- 5 Click **OK**.

Other, more advanced, printing options are available in the dialog box.



Help

- ◆ For more information, choose **Search** from the Help menu and type **print**.

**Note**

- ◆ For some application-linked files, their associated program is opened to print the file. Once printing is complete, the program closes. For example, to print a Microsoft Word document, Word is opened with the selected document in the workspace; the Print dialog box also opens. Select your print settings and click OK. The file is printed and Word closes, returning you to Harvard Montage.

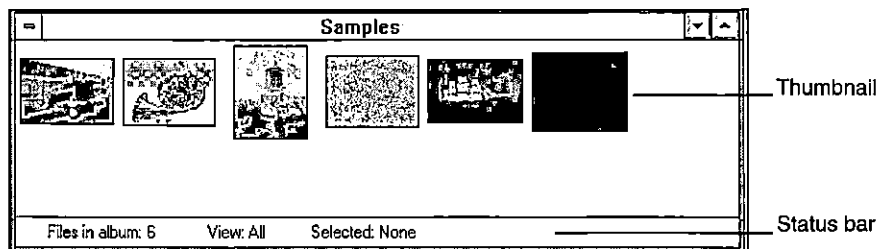
Customizing the way you work

An essential part of Harvard Montage's management is that you can control both the program and how the program interacts with Windows. This is done through the preferences commands in the Options menu. The following sections describe each of the commands and details how you can use them to customize the way Harvard Montage works for you.

Album options

Double-click the status bar or choose **Preferences/Album** from the Options menu to customize the display of albums in the workspace.

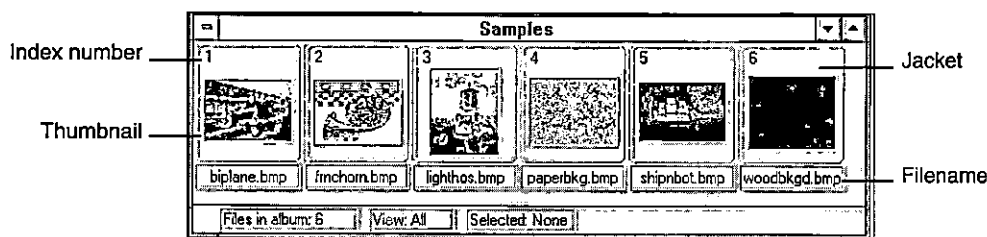
You can change what information is displayed with each thumbnail or filename. You can display the filename, subject (if the thumbnail contains a subject), or neither. Selecting **Don't Show Thumbnail Jacket** removes the jacket around a thumbnail and only displays the thumbnail image. This is helpful when viewing a large number of thumbnails and you want to have as many as possible displayed in the current view. If you display filenames instead of thumbnails, you can display either file attributes, keywords, subjects, descriptions, or directories of files.



Displaying thumbnails in an album window with no jacket, filename, or subject information

To free up disk space, you can select **Reduce True Color to 256 Colors**. This reduces your thumbnail colors from 24 bit color to 8 bit color. The next time you insert thumbnails, disk space can be reduced by two-thirds. This does, however, increase thumbnail insertion time and might result in lower quality thumbnails.

To ensure that thumbnails accurately show the current status of their associated files, leave **Enable Automatic Checking of Source Files** checked. Any changes made to a file are immediately updated in the thumbnail whenever the thumbnail is selected or the view in the album changes. Although this option doesn't require any extra memory, it might slow down processing.



Thumbnails, with index numbers 1 through 6, in an album



Note

- ◆ If, during a check, Harvard Montage comes across a missing file, an "X" appears over the index number of the related thumbnail. You can then choose to reinsert, relink, or delete the thumbnail.

The **Sort Thumbnails in Ascending Order** option rearranges thumbnails into ascending order (by their filenames) whenever a sort command is applied. Deselecting this option sorts the thumbnails in descending order.

OLE & Clipboard options



See page A-1
"Object Linking and
Embedding (OLE)"

Choose **Preferences/OLE & Clipboard** from the Options menu to select which formats Harvard Montage copies to the clipboard when embedding or linking. Choose the appropriate formats to save time and disk space. You also have the options to choose the representation format and the drag and drop operation.

Photo CD options

Choose **Preferences/Photo CD** from the Options menu to determine the resolution and data type of any photos you import from a Kodak Photo CD.

Display options

Choose **Preferences/Display** from the Options menu to adjust how Harvard Montage displays images.

If you are working in 256-color display mode, you can select **View Images With a Common Palette** to display all images using the system palette. This makes your work quicker because the palette is shared by each image, and therefore does not repaint when you switch between images.

A 256-color display mode also enables the **Don't Care About Background Quality** option. Select this option to prevent repainting of background images, giving you the best representation of the active image in the fastest working environment. (You cannot compare images with this option selected.)

If you require an extremely accurate display (for example, if you are a graphic designer), select **Monitor Gamma** to adjust the true color of your display. It is important to calibrate your display before you start working with images for the first time.

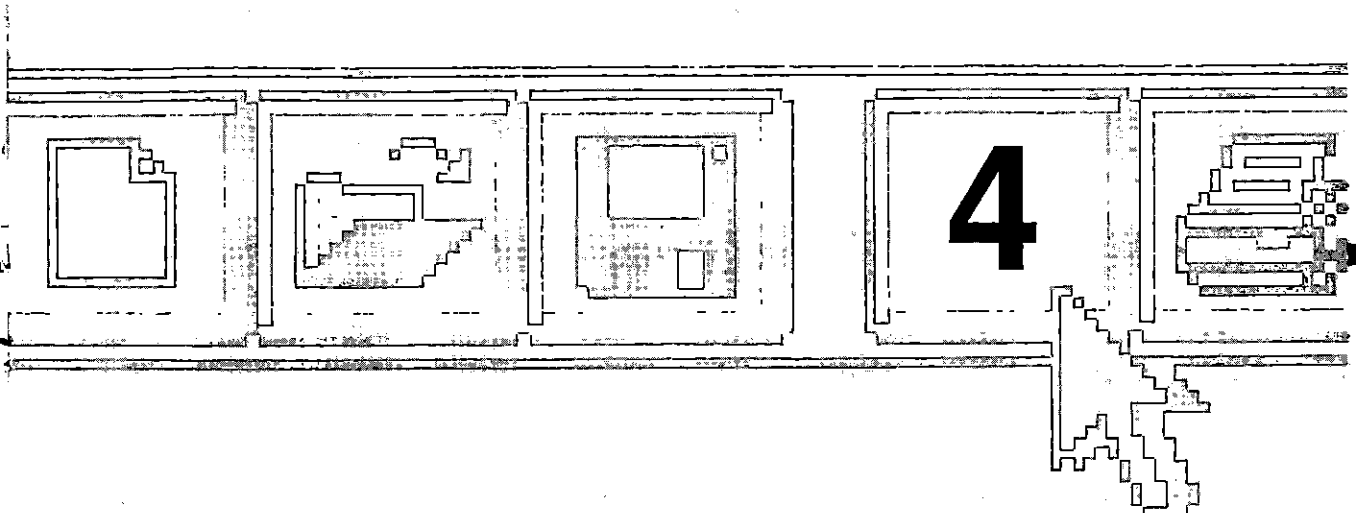


Help

- ◆ For more information on "Calibrating your display," choose **Search** from the Help menu and type **calibrating**.

Memory options

Choose **Preferences/Memory** from the Options menu to specify directories which can provide additional working space when working with images. The first directory shown is the TEMP directory defined by the SET TEMP statement in your AUTOEXEC.BAT file. Harvard Montage provides three other choices that would normally be different drives. If you are working on a network, you might have different space allocations on the same drive, this enables you to specify more than one temporary directory from the same drive.



4

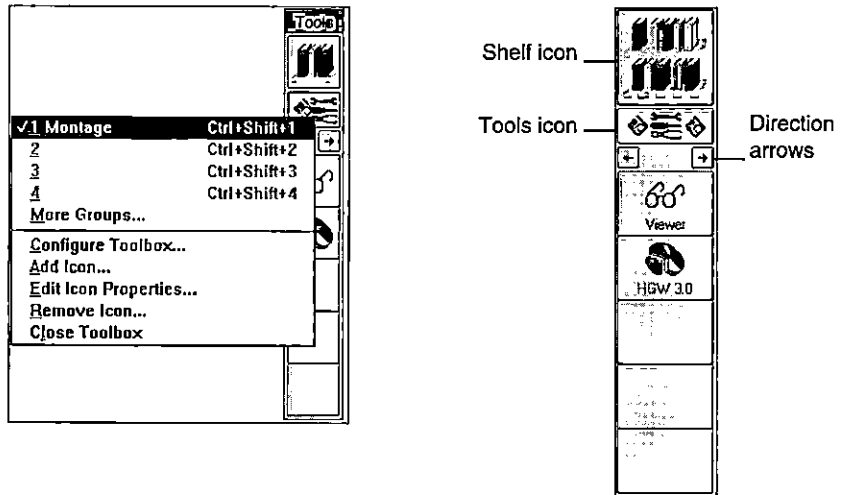
Managing Albums

In this chapter you learn how to:

- ◆ Access programs from the Toolbox (page 4-2)
- ◆ Use the Shelf (page 4-5)
- ◆ Create and display a slide show (page 4-5)
- ◆ Change album properties (page 4-7)
- ◆ Work with multiple albums (page 4-7)
- ◆ Maintain files (page 4-9)
- ◆ Work with albums on a network (page 4-11)

Using the Toolbox

Harvard Montage can act as a program manager through the Toolbox. By adding frequently used programs into the Toolbox you can transfer control and, in many cases, files between Harvard Montage and those programs. You can also place similar programs into program groups, so you can instantly change the Toolbox configuration depending on the task at hand. For example, one group can consist of your multimedia programs, another, your presentation programs and so on. Once an icon is added to the Toolbox, simply click it to open the corresponding program.



Displaying the Toolbox without names and with the toolbox menu (Toolbox on left) and with names (Toolbox on right)

Adding program groups and icons to the Toolbox

When you run Harvard Montage for the first time, the Toolbox appears with a number of "empty" icons. When you add a program, each of these icons is replaced with the appropriate program icon. Once placed into the Toolbox, you can use icons to manage your programs, and determine which programs are accessible, and at what times.

To add a program group:



- 1 Click the Tools icon in the Toolbox and choose **Add Icon** from the toolbox menu.

The Add Icon dialog box opens.

- 2 Click **Program Group**.
- 3 Type a name for the new group in the **Group Name** entry box. For example, "Presentations".
- 4 Click **New** to create the new program group.

To add a program icon:

- 1 In the Add Icon dialog box, click **Program Icon** and type the description, command line, and working directory of the program.

For example, to load the Harvard Graphics for Windows program:

- ◆ Type **Harvard Graphics** for the description
- ◆ Type **C:\HGW\HGW3.EXE** for the full pathname where the program is located
- ◆ Type **C:\HGW** for the command line and the full pathname of your temp directory for the working directory

- 2 Click **New**.

The program icon appears in the Toolbox in the group you created. If you did not create a new group, Harvard Montage adds the icon to the current program group. If you want to add more programs to the Toolbox, repeat steps 1 and 2.

- 3 Click **Close** to close the dialog box.



Notes

- ◆ You can also add programs to the Toolbox by dragging application files (.EXE) from Windows File Manager and dropping them onto an empty icon in the Toolbox
- ◆ To change program groups, choose the appropriate group name from the list of group commands in the toolbox menu
- ◆ If you want to change any of the parameters specified in the Add Icon dialog box, choose **Edit Icon Properties** from the toolbox menu

**Note**

- ◆ Complementing the batch manager is the Repeat command in the Edit menu. You can perform the last applied command again by pressing "Ctrl + Y". Simply apply a command to a thumbnail or album, select another thumbnail or album and press "Ctrl + Y". The action is repeated. Most of Harvard Montage's commands can be repeated in this way, for example:

Select an open album and choose **Sort by/Size** from the Tools menu. The thumbnails in the album are sorted by their file size. Select another open album and press "Ctrl + Y". The images in the second album are sorted in the same manner.

Checking a thumbnail with its associated file

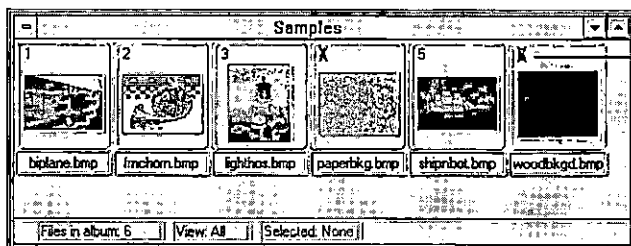
Albums are files and you can maintain them just as you do other files. Changes you make to albums do not affect the original files.

If you have been using the Windows File Manager or even DOS to manage your files, you might inadvertently "break" the link between some files and their thumbnails. This can happen if the original files have moved, been renamed, or even deleted. If the path to a thumbnail file changes, Harvard Montage can't access the file's data. Harvard Montage indicates this with an "X" over the thumbnail's index number.

**See**

page 4-10 "Relinking thumbnails to their files"

To determine if the link is broken, use the Check operation in the Batch Manager dialog box. Harvard Montage performs a cross reference between the thumbnails in the active album and their associated files. Any thumbnails whose files are missing appear with an "X" over their index number. You can delete these thumbnails if you no longer need them, or relink the thumbnails to their respective files.



"X" over the
index number

Thumbnails 1, 2, 3, and 5 still maintain a link to their associated files, thumbnails 4 and 6 have lost their links



See

page 4-7 "Changing an album's properties"



Notes

- ◆ You cannot perform a Check on read-only albums. To take the read-only attribute off an album, deselect the **Read Only** option in the Album Properties dialog box
- ◆ Select **Enable Automatic Checking of Source Files** in the Album Preferences dialog box (from the **Preferences/Album** command in the Options menu) to automatically check thumbnails whenever you select them, perform a sorting operation, or scroll

Maintaining thumbnail files

Once files are represented in an album, you can manage them by converting the data types and file formats of files as well as changing their attributes and program association.



Note

- ◆ You can also copy thumbnail files to another file by selecting the thumbnail, clicking the right mouse button, and choosing **Copy/To File**.

Converting a file's format

After you select a thumbnail or file, you can use the **Convert File Format** command in the Format menu to convert image and graphic files into a variety of different file formats. You can apply this command to individual or multiple files, sharing the same or different formats. Changing file formats is particularly useful when you want to open a file in a program that doesn't support a file's current format, for example, changing .TIF files to a .BMP format so you can open them in Paintbrush.

When you choose this command, the Convert File Format dialog box opens. In this dialog box you can select to save the converted files in the same directory, or save them in another subdirectory. You can also delete the original files after conversion or choose to insert thumbnails of the converted files into an existing album.



Note

- ◆ You cannot convert presentation files.

Converting a file's data type

After you select a thumbnail or file, you can use the **Convert Data Type** command in the Format menu to convert image and graphic files from a variety of data types into a common data type. This is especially useful when you are preparing a large number of images for publication, for example, converting your images from RGB True Color to Grayscale.

When you choose this command, the Convert Data Type dialog box opens. In this dialog box you can choose the target format and destination of the files and whether to delete the original files or insert the new files into an existing album.



Note

- ◆ You cannot convert presentation files.

Changing the program association of a file

You can use the **Associate** command in the Options menu to change the association between a file and the program it was saved in. You might want to change the association of a file when, for example, you double-click a filename in Windows File Manager and the file opens in a different program than expected. (Such situations often happen when you use different programs to work on the same file.)

Choosing the **Associate** command opens the Associate dialog box. In this dialog box you specify the file extension whose program association you want to change. If you do not select any thumbnails, this command affects all thumbnail files sharing the same extension in the selected album.

Relinking thumbnails to their files

When the thumbnail of a file is inserted into an album it maintains a link to the location of this file. If you moved files or if you remap your disk drives, Harvard Montage might lose this link. Thumbnails that have lost their link appear with an "X" over their index number. If you want to reestablish this link, you can reinsert the thumbnail for the file or use the **Relink** command in the File menu.



See page 4-8

"Checking a thumbnail with its associated file"

To find out if the link is broken, use the Check operation in the Batch Manager dialog box.

To relink thumbnails:

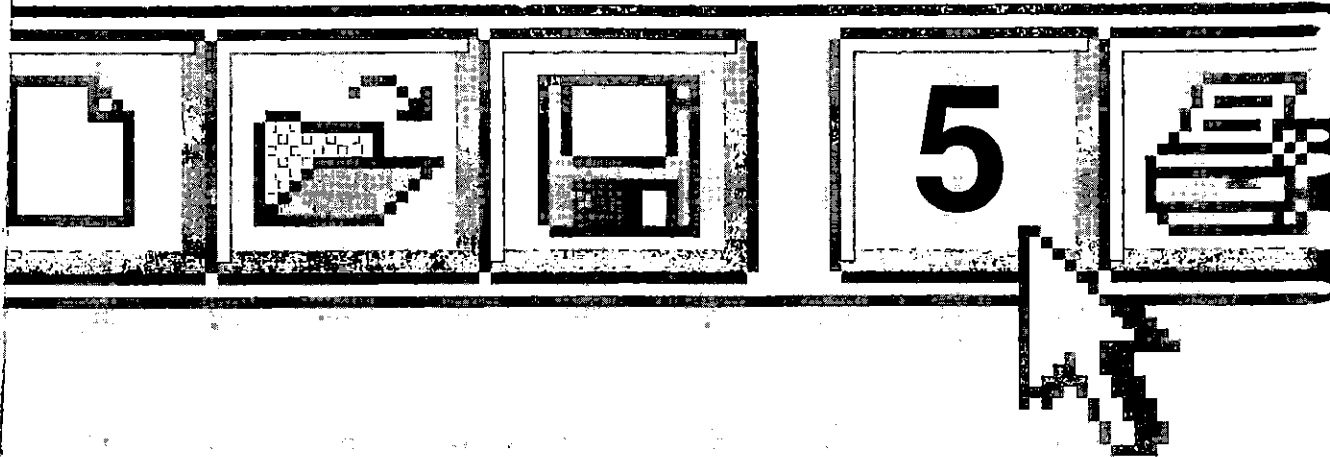
- 1 Select the thumbnails that need relinking.
- 2 Choose **Relink** from the File menu.
The Relink dialog box opens.
- 3 Select the drive or directory that contains the files to which you want to relink the thumbnails.
- 4 Click **OK**.

The dialog box closes and the relinking process begins. The thumbnails are compared against the files present at the new location, their paths are updated, and, if necessary, so are their thumbnails and information.

Using albums on a network

Using Harvard Montage you can access album files on a network one at a time. For most albums, this works on a first-come first-served basis as albums, in general, can only be present in one album workspace at a time and cannot be shared.

Read-only albums on a network can be viewed simultaneously by multiple users. In a read-only album, you cannot add or delete images, change the properties of thumbnails, or save a new user defined order.



Labeling Thumbnails

This chapter shows you how to:

- ◆ Assign thumbnail properties (page 5-2)
- ◆ Define keywords (page 5-5)
- ◆ Define marks (page 5-7)

- 3 In the **New Keyword** entry box, type in a keyword. Click **Add** to add the keyword to the keywords list.

*If you select a keyword from the list and type a new keyword, the **Change** button is also enabled. Clicking this button changes the highlighted keyword in the list to the keyword appearing in the **New Keyword** entry box. To add or change more keywords, repeat this step.*

*If you want to adopt a keyword list from another album open in the workspace, select the album from **Adopt Keywords From Album**. This places the album's keyword list (if it has one) into the keywords list.*

- 4 Click **OK**.

The dialog box closes and the keywords are now associated with the album.



Note

- ◆ You can assign as many as 32 keywords to a thumbnail, up to 31 characters per keyword.

To assign a keyword to a thumbnail:

- 1 Select the thumbnail you want.
- 2 Choose **Keywords/Thumbnail** from the **File** menu.

The Thumbnail Properties dialog box opens.

- 3 Add a keyword to the **Thumbnail Keywords** list.



See page 5-2

"Assigning thumbnail properties"

Saving and loading keyword lists

When you create a keyword list for albums or thumbnails you can save it for future use or editing. To do this, click the **Save** button in the **Keywords** or **Thumbnail Properties** dialog box. This opens the **Save Keywords** or **Save Thumbnail Properties** dialog box. Select the path you want to save the keyword file to and type a filename, with the **.TXT** file extension.

To add keywords from an existing keyword file, click the **Load** button in the **Keywords** or **Thumbnail Properties** dialog box. The **Load Keywords** or **Load Thumbnail Properties** dialog box opens. Choose the appropriate keyword file and click **OK**. You are asked if you want to retain the current keywords. Clicking **YES** adds the keywords to those currently in the keyword list box; **NO** replaces the current keywords with those from the file.

If you have a large number of keywords, you might find it easier to first create a list of keywords in a word processing program and then load them into an album. Doing so, you can easily edit and, where possible, spell check your work.

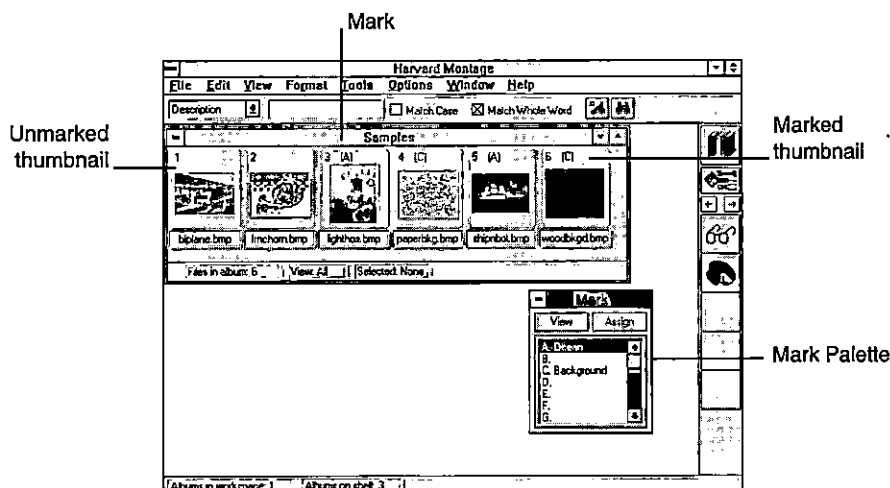


Note

- ◆ If using a word processing program, you must press Enter after each keyword.

Defining marks

Marks serve as visual tags for thumbnails in albums. In a sense they are very similar to keywords differing only in implementation. Whereas keywords work “behind the scenes,” marks are clearly displayed on the thumbnail slide. You will find marks particularly useful when you want to quickly navigate around an album and pin-point certain thumbnails for future operations.



Examples of marked thumbnails in an album and the Mark Palette

To assign a mark:

- 1 Open the album containing the thumbnails you want to assign marks.
- 2 Choose **Mark Palette** from the View menu.
The Mark Palette opens.
- 3 Double-click any letter in the Mark Palette.
The Edit Marks dialog box opens.

- 4 Select the letter you want to assign in the **Marks** box. In the **Mark Name** entry box, type a description.
- 5 If you want to use marks already present in another album, select the album from **Adopt Marks From Album**. (The album must be in the workspace.)
The marks appear in the Marks box.
- 6 Click **OK**.
The dialog box closes, returning you to the Harvard Montage window. The description of the mark now appears in the Mark Palette.
- 7 Click the mark in the Mark Palette. The **View** and **Assign** buttons are enabled.
To assign multiple marks, hold down the Ctrl key and click each mark to select it. To select a range of marks, click the first mark in the range and, holding down the Shift key, click the last. All marks in the range are selected.
- 8 Click **Assign**. The **Assign** button toggles to **Stop** and, when you move your pointer onto an album, the pointer changes to the mark pointer.
- 9 Place the mark pointer on the thumbnail you want to mark and click once.
The letter of the mark is immediately shown on the top left corner of the thumbnail slide, next to the index number. (Clicking again removes the mark.) Repeat this step to assign the same mark to another thumbnail.
- 10 Click **Stop**. To assign another mark repeat steps 3 to 10. (You can assign more than one mark to the same thumbnail. You can assign up to 26 marks to a thumbnail.)



Notes

- ◆ You can edit and assign descriptions to any mark by clicking the mark in the Edit Marks dialog box and then typing a description in the **Mark Name** entry box
- ◆ To remove the Mark Palette, you can double-click its title bar or choose **Mark Palette** from the View menu

Viewing marks

The advantage of using marks is that they are quick and easy to apply and you can see which thumbnails have been marked accordingly. When you want to view marked thumbnails the procedure is just as convenient.

To view marked thumbnails:

- 1 Open the album which contains the marked thumbnails you want to view.
- 2 If the Mark Palette is not open, choose **Mark Palette** from the View menu.

- 3 Select the letter or letters you want to view.
- 4 Click the **View** button.

*The view menu opens with the commands **AND**, **OR**, and **View All**.*



Notes

- ◆ Choose **AND** to display those thumbnails that contain all the selected marks
- ◆ Choose **OR** to display those thumbnails with any one of the selected marks
- ◆ Choose **View All** to display all the thumbnails in the album

To view a diverse range of marks, choose **Search/Marks** from the Tools menu.



See page 6-2
"Search basics"

Managing marks

When it comes to managing marks in an album you can choose from a number of commands in the mark palette control menu. These commands are particularly helpful when you want to perform batch operations on a large number of thumbnails.

Performing a batch mark assignment

To assign the same mark to many thumbnails, you can mark each one individually, as demonstrated in the previous procedure, or first select the thumbnails and marks, and then use the **Assign Selected** command in the mark palette control menu. This automatically affixes the currently selected mark or marks to each selected thumbnail.

Removing marks

To remove specific marks from thumbnails, first select the marks you want to remove and then select the thumbnails you want to remove them from. Click the control menu of the Mark Palette and choose **Clear Selected**. Harvard Montage removes the selected marks from the selected thumbnails. To remove a selected mark from all thumbnails in the active album, choose **Clear All**.

Loading and saving marks

Whenever you assign a mark, it is recorded as an .MRK file in the same directory as the album file. If other people share the same album, such as a Photo CD, you can send this file to them, and have them load it into their machine using the **Load** command in the mark palette control menu. This provides you with a convenient method of bringing to the attention of others any thumbnails you might want to highlight. To send only the marks of a few thumbnails, select the thumbnails and then save these as a new .MRK file with the **Save** command.

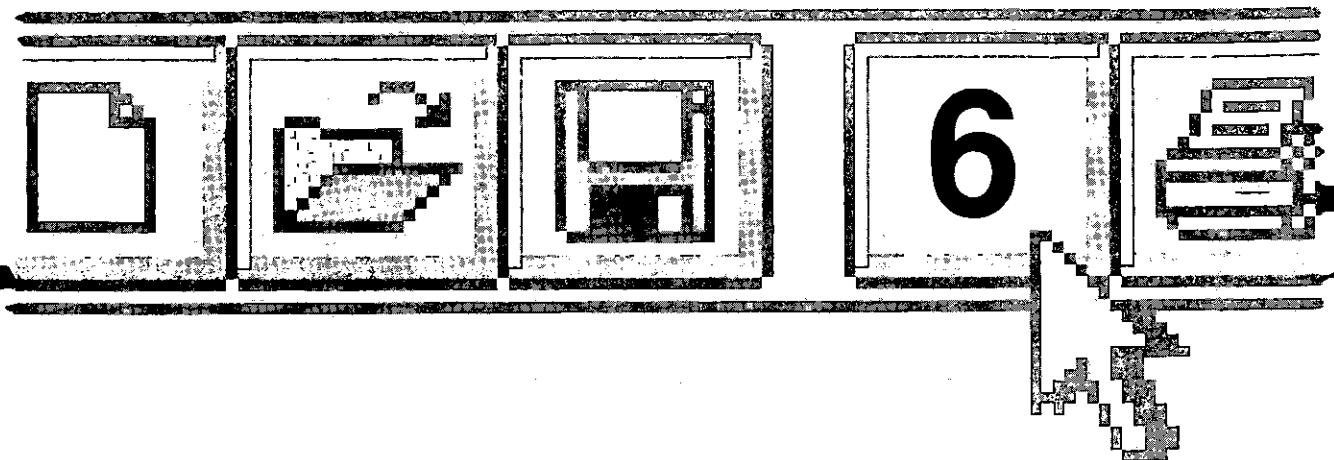
Converting marks to keywords

There might be times when you want to use a mark as a keyword. You can then include the mark in a thumbnail's properties, as well as use the mark when performing more complex searches.

To convert marks to keywords:

- 1 Select the mark or marks you want to convert.
- 2 Select any thumbnails you want to remove the selected marks from.
- 3 Choose **Convert to Keywords** from the mark palette control menu.
The Convert to Keywords dialog box opens.
- 4 Select **Clear Marks From Selected Thumbnails** to convert the marks to keywords and remove them from any selected thumbnails.
- 5 Select **Clear Mark Names From Palette** to convert the marks to keywords and remove them from the Mark Palette.
- 6 Click OK.

The selected marks are converted to keywords and appear in the Keywords dialog box. Depending on your options selected in the Convert to Keywords dialog box, the marks are also removed, or remain unchanged, from any selected thumbnails and the Mark Palette.



Locating Thumbnails

This chapter explains:

- ◆ Harvard Montage searches (page 6-2)
- ◆ How to perform searches (page 6-4)
- ◆ How to sort thumbnails (page 6-8)

Search basics

Harvard Montage contains a variety of commands and features to provide you with the most precise means of locating thumbnails and their associated files. In all, there are three methods you can use to perform searches:

- ◆ Use the Search Ribbon for quick, on-the-spot searches
- ◆ Choose a user-defined search command from the **Search by Query** submenu
- ◆ Create multiple-criteria searches with the **Search** command in the Tools menu

Before you begin to perform searches, you need to have a clear idea of some of the logic behind search operations. The following section explains this logic and can help you better understand the possibilities available when using the search facilities of Harvard Montage.

Search criteria and queries

Whenever you perform a search, you must first specify what you want to search on, the *criteria*. Criteria can be anything from keywords, filenames, or data types. In Harvard Montage you can select up to 18 different criteria. Once you select criteria, you need to further define the *query*, that is, what to look for. For example, if you have chosen the criterion “filenames”, the query would be the specific filename.

Match case and match whole word

When performing a search on text, in many of the search dialog boxes, you can “match case” or the “whole word”. Matching case tells Harvard Montage to find those thumbnails matching the upper or lower case of the query. For example, to match the case of “New York”, only New York is selected; Harvard Montage ignores any variations, such as “new York” or “NEW YORK”.

Matching the whole word searches for occurrences of a word. For example, if this option is selected to match the word “man”, only man is selected, not *manage*. If this option is not selected, any occurrence of the letters (not the word), *m-a-n* are selected, such as *man*, *manage*, and *human*.



Note

- ◆ To perform quicker searches, match whole words.

Boolean operators

One of the powerful features of Harvard Montage is its use of logical (Boolean) operators: NOT, AND, OR, and (). Using these operators you can search a vast number of files quickly, looking only for specific file features. You can also use wildcard characters (*.*) in your searches. Here is a brief description of how each of the operators works:

Use NOT to exclude the indicated criteria. You can isolate thumbnails whose file format makes them a minority in the album. For example, in an album consisting largely of .TIF files, performing a file format search NOT *.TIF results in Harvard Montage displaying all thumbnails, except those whose files are of the .TIF format.

Using AND, you can specify more than one criterion to search on. (Thumbnails must meet all of these criteria.) For example, to find thumbnails about your holiday in Spain, you could perform a subject search on "holiday AND Spain". Harvard Montage displays all thumbnails with the words "holiday" and "Spain" in their subjects.

Using OR, you can match thumbnails that meet one or more of a specified criterion. For example, performing a filename search on F*.* OR G*.* displays only thumbnails whose filenames begin with an F or G.

(), the parentheses, are used to group criteria together. This is particularly important if you have several queries, some of which must be paired together. For example, if you are searching on the values, A, B, and C, then you could define the search as, "A AND (B OR C)" or "(A AND B) OR C". In the first example, the thumbnails must have A and B or C, or both. In the second example, the thumbnails must have A and B together or C.

Examples

The following examples are provided to give you an idea of how to perform more complex searches. Depending on the search command used, some of these options might not be available.

Operator	Criteria	Query
	File Name	new*.TIF
AND NOT	Image Data Type	Indexed 16-color

The query above searches for all .TIF files which begin with the letters *new* and are not Indexed 16-color.

Operator	Criteria	Query
	Keyword	holidays AND "harvard graphics"
OR	Description	"lying on the beach"
AND	Date	from 4/18/94 to 2/05/95

The query above searches for all thumbnails which have the keywords "holidays" and "harvard graphics" or have the phrase "lying on the beach" in their description. The files of these thumbnails must have been saved between 4/18/94 and 2/05/95.

Operator	Criteria	Query
	Media	Image
AND	Keyword	"user guide" OR (user AND guide)
AND	Subject	Children [Match Case]
AND NOT	Description	"lying on the beach"

The query above searches for all thumbnails which are of the image media type, have "user guide" or the words "user" and "guide" as their keywords, have "Children" in their subject (matching capitalization), and do not include the phrase "lying on the beach" in their description.

Performing a search



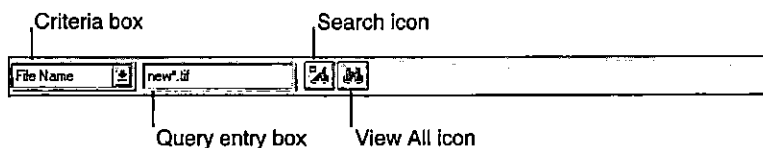
See page 6-5
"Using the Search Ribbon"

Performing a search for a thumbnail file can be as simple or as complex as you want to make it. Simple, single-criterion searches are best done from the Search Ribbon. If you want more control over the search process then choose one of the search commands in the Tools menu.

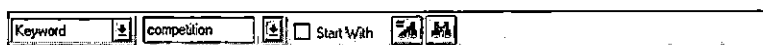
- ◆ When you perform a search, the search is done only on the thumbnails of the active album
- ◆ If you want to perform consecutive searches, be sure that the **Search Entire Album** command in the Tools menu is unchecked

Using the Search Ribbon

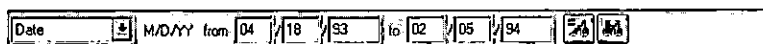
Many of the search criteria found in the search dialog boxes can also be accessed directly from the ribbon. You might find the Search Ribbon a much more convenient and quicker way to perform single-criterion searches. To use the Search Ribbon, select a criterion to search on from the criteria box. The query entry box changes to suit the chosen criterion. In the query entry box, define your query. Click the Search icon; the search is performed and Harvard Montage displays any thumbnails matching the search criteria in the album. To show all the thumbnails, click the View All icon.



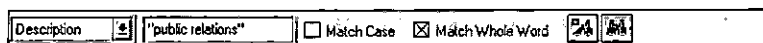
The query above searches for thumbnails for .TIF files that begin with *new*



The query above searches for thumbnails with the keyword "competition"



The query above searches for files (thumbnails) last saved between April 18, 1993 and February 5, 1994



The query above searches for thumbnails whose description contains the words "public relations" (matching whole word)



Note

- ◆ To view any matching thumbnails in a subalbum, open the subalbum window.

Defining a single-criterion search

If you have assigned keywords, subjects, or marks to thumbnails, you can search on these criteria individually.

Keywords

To search on keywords:

- 1 Select the album you want.
- 2 Choose **Search/Keywords** from the Tools menu.
*All the assigned keywords in the active album are displayed in the **Keywords** box.*
- 3 Double-click the keyword to place it into the **Query** entry box. To search on multiple keywords, double-click the Boolean operators.
- 4 Click OK.

Subjects

To search on only the subject of a thumbnail, choose **Search/Subject** from the Tools menu. The Search by Subjects dialog box opens so you can type a text string to search for thumbnails by subject.



Note

- ◆ If you use multiple words, be sure to place “double quotes” at the beginning and end of the string. To aid in your search, use the Boolean operators as well as the **Match Case** and **Match Whole Word** options.

Marks

To search for thumbnails by marks, you can use the Mark Palette. You can also choose **Search/Marks** from the Tools menu. Harvard Montage displays all the assigned marks in the active album in the **Marks** box. Double-click a mark to place it into the **Query** entry box. To search on multiple marks, double-click the Boolean operators.

Search by Query

Any queries named and saved in the Search dialog box appear in this submenu in the Tools menu. To apply a query, simply choose its name from the submenu list; the search begins immediately. To edit or remove queries, select them from the **Query** entry box in the Search dialog box.



Note

- ◆ To save a query, enter a name for the query in the **Query** entry box in the Search dialog box and press Enter.

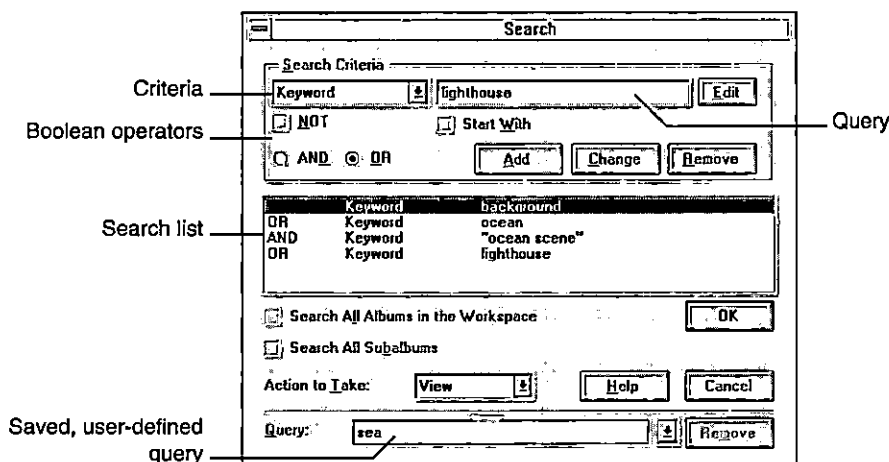
Defining a complex search

To define complex searches, or to create a user-defined search, choose **Search/General** from the Tools menu. If you want to search on a single criterion, use one of the other search commands in the Tools menu.

To perform a general search:

- 1 Open the album you want to perform the search on.
- 2 Choose **Search/General** from the Tools menu.

The Search dialog box opens.



- 3 Select the criteria you want to search on in **Search Criteria**. Depending on the criterion chosen, define your query. For multiple queries, double-click the operator you want.
- 4 Click **Add**. The query is now placed in the search list. To include additional criteria, repeat steps 3 and 4. To change a query, select the query in the search list and redefine the criteria and query in **Search Criteria**. This time, when you are ready to add the query, click **Change**. This replaces the query selected in the list with the new one. To remove a query, highlight it and then click **Remove**.
- 5 To search all albums in the workspace, select **Search All Albums in the Workspace**. To search all subalbums within the album being searched, select **Search All Subalbums**.

- 6 In the **Action to Take** combo box, select **View**, **Go To**, or **Select**.

View displays the thumbnails matching the search criteria. Go To indicates (with a yellow arrow) where in an album the thumbnails are located, and Select selects those thumbnails matching the search criteria.

If you selected Go To and Harvard Montage finds a match, the Go To Thumbnail dialog box opens.

- 7 To save the query for later use, type a name in the **Query** entry box and press Enter. To remove an existing query, highlight it and click **Remove**. To edit a query, select it from the **Query** entry box.

The contents of the query are displayed in the search list.

- 8 Click **OK**.

The search is performed and, if you defined a query, the query is saved and added as a menu command in the Search by Query submenu.



Notes

- ◆ Depending on the media type and file format of the thumbnail files, some options are disabled
- ◆ If the query consists of more than one word, you must enclose it in double quotes, for example "New York"

Sorting thumbnails

When you first create an album, thumbnails appear in their order of insertion. You can identify this order by the index number that appears on the top left side of each thumbnail slide. Any new thumbnails are placed after those already present. You can move thumbnails by dragging and dropping them anywhere within the album, changing their order accordingly.



Note

- ◆ You cannot change the order of thumbnails in a subalbum.

You can also choose **Sort by** from the Tools menu to sort thumbnails in an album by:

- ◆ **Name** – reorders thumbnails alphabetically according to the filenames of their associated files
- ◆ **File Type** – reorders thumbnails according to the file type of their associated files
- ◆ **Size** – reorders thumbnails according to the file size of their associated files
- ◆ **Date** – reorders thumbnails according to the date their associated files were last saved
- ◆ **Media Type** – reorders thumbnails according to the media type of their associated files
- ◆ **Subject** – reorders thumbnails alphabetically according to their subject property
- ◆ **Description** – reorders thumbnails alphabetically according to their description property
- ◆ **Others** – opens the Sort dialog box so you can choose more media specific options such as image dimensions and resolutions
- ◆ **User-Defined** – makes the current sort mode the user-defined mode. As such you can freely move the thumbnails with your mouse. You cannot change the position of a thumbnail while in one of the other sort modes
- ◆ You can determine the order of thumbnails by selecting **Sort Thumbnails in Ascending Order** in the Album Preferences dialog box for ascending order, or leaving it unchecked for descending order
- ◆ When you choose **Save Sequence** from the Tools menu, Harvard Montage saves the order of thumbnails in the album. **Save Sequence** saves the order you made during drag and drop operations within the album. The next time you open the album the thumbnails are in this sequence and you can also select this order for other albums

Viewer

This chapter explains how to:

- ◆ Run the Viewer and introduces the Viewer window (page 7-2)
- ◆ Edit in the Viewer (page 7-3)
- ◆ Change the view of the Viewer (page 7-4)
- ◆ Manage Viewer windows (page 7-6)
- ◆ Customize the Viewer (page 7-6)
- ◆ Exit the Viewer (page 7-7)

Viewer is a program you can use to “view” image and graphic files, displaying them in individual Viewer windows. You can preview and compare multiple files in the Viewer as well as perform basic editing functions, such as crop and copy, without having to run the programs used to create the files.

Running Viewer

To run the Viewer you can:

- ◆ Double-click the Viewer icon in the Harvard Montage program group. (The Open dialog box appears, so you can select a file to view.)
- ◆ Double-click the thumbnail (or filename) of any image or graphics file (except for multi-image files) in Harvard Montage
- ◆ Drag a thumbnail and drop it onto the Viewer icon in the Harvard Montage Toolbox
- ◆ Double-click an embedded or linked object from an OLE client program

The Viewer window

When you run Viewer, you see:

- ◆ An image within the workspace (the central portion) of the Viewer window
- ◆ A status bar displaying relevant file information. (Double-clicking the status bar opens the Viewer dialog box.) Two buttons are also included on the status bar: the first button (from the left) is the Switch button which you can use to switch between multiple Viewer windows. The second button is the Drag and Drop button. To drop the Viewer file into another program, first click this button then drag the image into the destination program



See page 7-6
“Customizing Viewer”



Note

- ◆ The Viewer does not open for multi-image files. When you double-click on a multi-image file, Harvard Montage opens a subalbum. When you double-click the image within the subalbum, Harvard Montage displays a full-screen view of the image.

Editing a file in Viewer

Cropping an image deletes areas of the image outside an area you specify.

To crop an image:

- 1 Drag to select the area you want to keep. (To deselect the area, choose **Select None** from the **Edit** menu, click anywhere within the image, click another area, or click the right mouse button.)
- 2 Choose **Crop** from the **Edit** menu.

The Viewer discards the areas outside the area you selected.

*If you made a mistake or want to undo the command, choose **Reopen** from the **Viewer File** menu. This restores the image to its last saved version. To save any changes, choose **Save As** from the **File** menu.*



Note

- ◆ After you crop an image, if you select the **Drag and Drop** button on the status bar, Harvard Montage displays a warning message.

To copy an image: choose **Copy** from the Viewer Edit menu.

Copy duplicates the entire image or selected part, and places it onto the clipboard.

To copy the pathname of an image: choose **Copy Filename** from the Viewer Edit menu.

Copy Filename places the full pathname of the currently displayed image onto the clipboard.

Changing the view in Viewer

When it comes to controlling the view of an image, all the necessary commands can be found in the View menu of a Viewer window.

Actual View

Choose **Actual View** when you want to display an image with each image pixel shown by one screen pixel. This is the normal (1×) view of an image. Graphics are displayed at the size determined by your current display driver's resolution.

Zoom In and Out

Within each Viewer window you can zoom in and out on an image. **Zoom In** enlarges the view of the image, **Zoom Out** reduces the view of the image. You can zoom in one-step increments from 1/8× to 8× the original size.



Note

- ◆ The maximum and minimum zoom levels possible are determined by the original size of the image.

Fit in Window

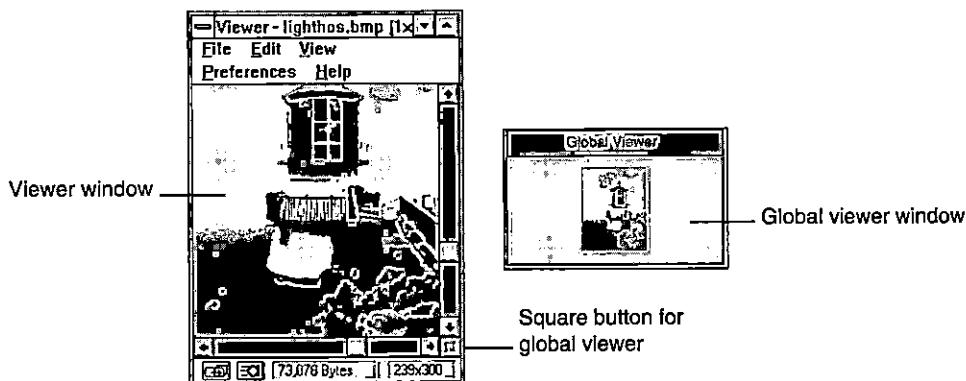
When using any of the zoom commands the image window does not change to fit the new image size. As such there might be times when the whole of an image cannot be displayed in its window and scroll bars appear along the window border. If you want to display the image within its window without scroll bars, choose one of the fit in window commands.

Full Screen

The **Full Screen** command displays an image at the current zoom level using the whole screen as a backdrop. The program window, menu bar, and status bar are all hidden. Most of the functions and shortcut keys remain available. Scroll bars appear when the image is too large to be completely displayed. To return to the normal screen, press the Esc key.

The global viewer

When the whole image cannot be displayed in its window, you would either use the scroll bars to locate hidden areas or maximize the window. The global viewer is a better method to locate these areas quickly and easily by providing a thumbnail view of the entire image. This thumbnail view contains a floating frame you can move independently around the viewer when viewing at normal (1×) magnification. Moving the frame automatically repositions the current view of the active image. To access the global viewer, press and hold the left mouse button in the global viewer box at the intersection of the scroll bars.



Displaying information about a file

When you display the contents of a file in a Viewer window, you can access information about that file at any time by choosing the **Information** command from the View menu. This opens the Information dialog box which displays attribute information such as data type, width and height, resolution, and size of the image. There is also a section on file information including the filename, format, compression, whether the file can be previewed, space occupied on disk, and if the file is readable.



Note

- ◆ The information above varies for different file formats.

Managing Viewer windows

Use Viewer's File menu commands to manage Viewer windows. Choose **Close All** to close all Viewer windows. If you have been performing crop operations, you are asked if you want to save changes. Choose **Minimize All** to minimize all Viewer windows and **Restore All** to restore them.

Positioning Viewer windows

Use View menu commands to position the Viewer windows.

Place Viewers on Top

Choosing this command brings all Viewer windows and minimized Viewer icons to the top, obscuring any programs that might currently be open. The last Viewer window to be brought to the front is the active window. To make an individual window active, you can click its title bar or click the Switch button on the left of the status bar. This displays a list of all Viewer windows in the workspace. Choosing one makes it active.

Cascade and Tile Viewers

The **Cascade Viewers** and **Tile Viewers** commands arrange Viewer windows within the confines of your screen. Cascade places each window below and to the right of the previous. Tile resizes all viewers to fill the screen. Any minimized Viewer icons are also brought to the front.

Always on Top

Choosing the **Always on Top** command ensures that all open Viewer windows and minimized Viewer icons appear at the front of other programs. This is useful if you have other programs running at the same time and do not want to inadvertently change the active window. To use another program, deselect this command.

Customizing Viewer



See page 3-6
"Customizing the way you
work"

Use commands in the Preferences menu to customize the Viewer. Each Viewer window has preference commands similar to those for the Harvard Montage window. The only different command is **Viewer**. Choosing this command opens the Viewer dialog box so you can determine the format type of images you place on the clipboard: **DIB** (Device Independent Bitmap), **DDP** (Device Dependent Bitmap), and **WMF** (Windows MetaFile).

**Help**

- ◆ For more information on “File Formats,” choose **Search** from the Help menu and type **file formats**.

**Note**

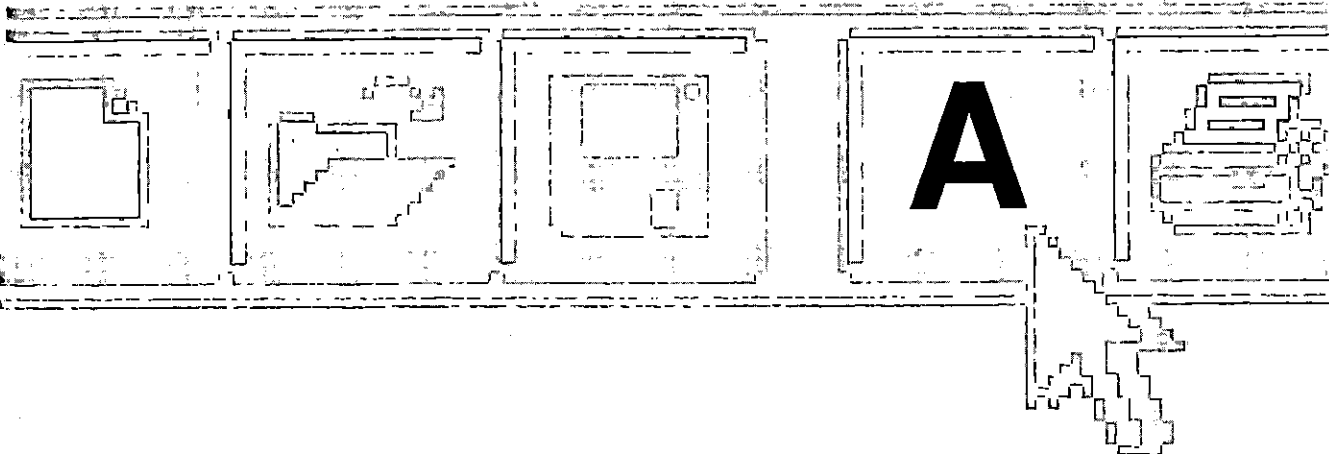
- ◆ The Viewer preferences options only apply to the image in each individual Viewer window. This way you can select different options for different images and purposes.

Working with graphics

If you work with graphics, you can associate your own graphics editing program with the file type. Type a path in the **Editing Program** entry box in the Viewer dialog box. The next time you view a graphics file and want to perform additional editing, choose **Run Editor** from the Viewer File menu. This opens the graphics file in the editing program you specified.

Exiting a Viewer window

When you finish using a Viewer window, exit by closing the program window or by choosing **Exit** from the Viewer File menu. When exiting a Viewer window, if you cropped any files, you are asked if you want to save the changes. If you have many open Viewer windows, choose **Close All** in any Viewer File menu. This closes all Viewer windows in the workspace and exits the Viewer.



Object Linking and Embedding

Harvard Montage not only helps you view and manage files on disk effectively but it can also help you move files between programs. You can link or embed files through Object Linking and Embedding.

Object Linking and Embedding (OLE)

OLE is a method of maintaining files and moving files between programs. The file is called an *object* and the programs are referred to as the server and client. The *server* is the program that created or can edit the object; the *client* is the program into whose document the object is placed. Harvard Montage, in conjunction with the Viewer, can act as a server program, while your word processing, desktop publishing, and presentation programs can act as clients.

Once placed into a client program, the object “remembers” the server program it came from. To edit the object, double-click it. It opens in the server program. This link to the original file and its server program is the advantage OLE has over copying and pasting.

In taking the object from the server to the client, you can choose to take a representative version of the object (a *linked* object) or the object itself and a representative version (an *embedded* object). The remainder of this section explains more about linking, embedding, and the options Harvard Montage provides as a server program.

OLE in Harvard Montage

Choose **Preferences/OLE & Clipboard** from the Options menu to control the clipboard and how Harvard Montage behaves when performing OLE operations.



Note

- ◆ The default settings you see in the OLE & Clipboard dialog box are designed for Harvard Montage to function at an optimum when performing OLE operations or when working with image and graphics data. In most cases there is no need to change these settings. Do so only when you require greater control over OLE and clipboard processes.

In the **Formats to Copy to Clipboard** group box, you can specify if you want Harvard Montage to act as a server program when performing OLE operations, as well as defining how image and graphic data is represented on the clipboard. If you want to perform an embedding or linking operation, then you must select the appropriate OLE options, **OLE Embedding Format** or **OLE Linking Format**. If neither is selected, the **Paste Special** command in the client program is disabled. (If both are selected, you can decide on which option to use when in the client program.)

With the two options, **Device Independent Bitmap (DIB)** and **Device Dependent Bitmap (DDB)** you can determine how image information is recorded when you place image and graphics files onto the clipboard. If you are on a network and share data, or want an image to appear at the same size in different resolutions, or want to maintain the color and resolution between programs, select **Device Independent Bitmap**. Selecting this option also enables the **Convert as Display Mode** option. This converts the data type of an image (when placed onto the clipboard) to that of your current display mode, and is particularly useful if you are using a low resolution display and want to save on system resources.

If you work on a stand alone machine, do not share data with other machines or programs, and work in the same screen resolution, select **Device Dependent Bitmap**. This only records the minimum amount of display information necessary when using the clipboard. (You might find this option produces different results for different programs depending on how the program handles particular data structures.)

**Note**

- ◆ Be sure to set options before you place images onto the clipboard. After placing images onto the clipboard, do not change these options before pasting; doing so might produce unexpected results.

When performing OLE operations, you can determine how the object is represented in the client document by selecting an option in the **OLE Representation Format** group box. Checking **Source Object** displays the entire file in the client document. You can then clearly see the contents and dimensions of the object file, but this does increase the client's file size and slows down its operation.

To display image or graphic objects without greatly affecting the client's file size or operation, check **Low Resolution Place Holder**. This places a low resolution version of the object file into the client document and is particularly helpful when preparing images for publication, and it is not necessary to have a good quality image displayed on screen.

When you print the document, the low resolution image is printed. To print the original file, select **Enable Automatic Checking of Source Files** in the Album Preferences dialog box.

If it is not necessary to display the object or its dimensions, check **Thumbnail Only** or **Montage's Program Icon**. This adds the least to the client's file size and uses the appropriate icon to represent the object file.

Controlling how Harvard Montage behaves when you drag and drop between Harvard Montage and another program is determined by the options selected in the **Drag and Drop Operation** group box.

Select **Simulate Clipboard Copy/Paste Behavior** to make Harvard Montage perform drag and drop operations as if you are using the **Copy** and **Paste** commands in the Edit menu. This method is best for most of the operations you perform. Use this option when you only want to copy files, not embed or link them, or if the destination program cannot act as a client. If you want to embed or link files, select **Paste Embedded Object Into Client** or **Paste Linked Object Into Client** respectively. Selecting **Simulate File Manager's Behavior** makes Harvard Montage behave in the same manner as Windows File Manager when performing drag and drop operations.

**Note**

- ◆ If you want to embed or link an object, and are not sure which option is selected, hold down the Ctrl key as you drop the object into the destination program. This embeds the object, irrespective of the selection made in the OLE & Clipboard dialog box. Holding down the Shift key links the object.

Linking

Linking an object stores a representation of an object and a link to the original file on disk and the server program in the client program's document. This means that you *must* retain the original file on disk, and in the same location, to retain the ability to edit it. The major advantages of linking are:

- ◆ It does not increase the size of the client document, especially if you use Harvard Montage's low-resolution place holder option
- ◆ You can place one piece of information, such as a logo, into many different documents and by editing the original file, update all of them in one action

The disadvantages of linking are:

- ◆ If you are using the File Manager in addition to Harvard Montage to manage your files, it is easy to move, delete, or change an original file unknowingly, breaking the link
- ◆ The document is not readily portable. To move the document and maintain a link, you need to move the files with the document and retain the same directory structure or relink them after moving



Help

- ◆ For more information on "Object Linking and Embedding," choose **Search** from the Help menu and type **linking**.

Embedding

Embedding an object places a copy of the original file in the client document, along with a representation of it and a reference to its server program. This means that if you delete the original file from disk, no harm comes to the embedded file. The major advantages of embedding are:

- ◆ It makes the document containing the object portable and independent. As long as the server program is available, you can edit the object regardless of whether you deleted the original file from disk
- ◆ There is little danger of deleting or making changes to the object accidentally. You can place the same piece of information into many different documents and edit them all individually without affecting any of the others

The disadvantages of embedding are:

- ◆ The size of your document in the client program increases significantly. If you do not want to retain editorial control over an object, it is better to paste a single copy of the object into the document; don't link or embed it at all
- ◆ When updating a shared object, you must update each one individually



Note

- ◆ When embedding objects from Harvard Montage, it is advisable to keep the original file and the album that contains its thumbnail. If you delete the file or the album, you can still access the album from the embedded object and replace the embedded object, but you cannot edit it.



Help

- ◆ For more information on "Object Linking and Embedding," choose **Search** from the Help menu and type **embedding**.

Editing objects

To update a thumbnail, edit it in its original program and then relink it.

Image and graphics files

To relink or update an embedded file:

- 1 Open the program you got the image or graphic from.
- 2 Select the **Edit/Montage Album Clip** command from the client program.
Harvard Montage opens displaying the album the original object came from.
- 3 Update from the original, or select an alternative thumbnail and update it.

To replace an embedded low-resolution place holder with the original file:

- 1 Open the program you got the image or graphic from.
- 2 Select the **Edit/Montage Album Clip** command from the client program.
Harvard Montage opens displaying the album the original object came from.
- 3 Choose **Preferences/OLE & Clipboard** from the Options menu.
The OLE & Clipboard dialog box opens.
- 4 Select **Source Object**. Click **OK**. Choose the **Update** command in the client's File menu to replace the low-resolution place holder with the original image.

To relink a low-resolution place holder to its original image or graphics file:

- 1 Open Harvard Montage.
- 2 In the OLE & Clipboard dialog box, select **Source Object**.
- 3 Close Harvard Montage and go back to the client program.
- 4 In the client, select the object and update it (most clients provide an update links, update fields, or similar command for this purpose in the Edit menu).

Other types of files

Harvard Montage can embed and link all types of slides, images, graphics, animation, sound, and video files. After embedding or linking, you can use the link provided by Harvard Montage as follows:

To relink or update an embedded file:

- 1 Open the program you got the image or graphic from.
- 2 Select the **Edit/Montage Album Clip** command from the client program.
Harvard Montage opens displaying the album the original object came from.
- 3 Update from the original, or select an alternative thumbnail and update it.

Index

File Formats

- .ABM files 1-3, 2-3
- .MRK files 5-10
- .PPT files 4-6, 5-3
- .PRE files 4-6, 5-3
- .PRS files 4-6, 5-3
- .STY files 5-3

A

- acquiring scanned images 2-6
- albums 1-4
 - adding thumbnails 2-4
 - assigning keywords 5-2
 - batch manager 4-7
 - changing title and description 4-7
 - closing 2-4
 - creating 2-3
 - creating keywords 5-5
 - definition 2-2
 - display options 3-6
 - displaying filenames in 3-2
 - filenames 2-3
 - information about 3-3
 - moving keyword lists between 5-6
 - moving marks between 5-8
 - on network 4-11
 - opening 2-4
 - paths to thumbnails 4-8
 - placing on Shelf 4-5
 - printing 3-4
 - properties 4-7
 - relinking thumbnails 4-10
 - removing thumbnails 2-6
 - sample 1-3

- scrolling in 3-3
- selecting thumbnails 2-8
- taking off Shelf 4-5
- anchoring Toolbox 4-4
- animation files ii
- applications
 - opening through Harvard Montage A-1
 - running from thumbnails 2-10
 - running from Toolbox 2-10, 4-2
 - viewing files from 7-2
- assigning keywords 5-2
- assigning marks 5-7
- associating files with programs 4-10
- audio files ii
- autoscrolling 3-3

B

- background quality 3-8
- batch manager 4-7
- Boolean operators 6-3

C

- calibrating monitor 3-8
- capitalization, in search criteria 6-2
- checking thumbnail paths 4-8
- client applications A-1
- clipboard preferences 3-7
- closing albums 2-4
- closing Harvard Montage 1-5
- closing Viewer windows 7-7
- color
 - background 4-6
 - of thumbnails 4-9
- color display 3-7, 3-8

Index-2

commands

- batch 4-7
- repeating 4-8
- complex searches 6-7
- Configure icon. *See* Tools icon
- converting data types 4-9
- converting file formats 4-9
- converting marks to keywords 5-10
- copying thumbnails 2-10
- creating albums 2-3
- creating keywords 5-5
- creating thumbnails 2-4
- criteria, search 6-2
- cropping 7-3
- customer support 1-5
- customizing Harvard Montage 3-6
- customizing the Toolbox 4-4
- customizing the Viewer 7-6

D

- data types 4-9
- DDB format 7-6, A-2
- defining keywords 5-5
- defining marks 5-7
- deinstalling Harvard Montage 1-2
- deleting thumbnail images 2-6
- descriptions
 - albums 4-7
 - thumbnails 5-2
- devices, TWAIN 2-6
- DIB format 7-6, A-2
- directories, temporary 3-8
- disk space, conserving 3-7
- dragging and dropping 2-9
 - from Viewer 7-2
 - Harvard Graphics slides 2-8

E

- editing files 7-7
 - OLE A-5
- embedding A-4
- error-tracking 2-5
- exiting Harvard Montage 1-5
- exiting Viewer 7-7

F

- file association 4-10
- file formats ii, 1-4
 - available 1-4
 - converting 4-9
 - copied from Viewer 7-6
- filenames
 - displaying thumbnail 3-2
 - searching by 6-5
- filenames, album 2-3
- files
 - adding thumbnails for 2-4
 - application-linked 1-4
 - changing data type 4-9
 - changing format 4-9
 - copying between programs A-1
 - dragging and dropping 2-9
 - information about 3-2, 7-5
 - multi-image 2-2, 2-4, 2-7, 5-2, 7-3
 - opening from Toolbox 2-10, 4-2
 - path to thumbnails 4-8
 - printing from thumbnail 3-5
 - saving properties to 5-4
 - saving thumbnails to 2-11
 - updating thumbnails 3-7
 - viewing thumbnails for 2-2
- finding thumbnails. *See* searching
- floating Toolbox 4-4
- frame grabbers 2-6
- Freelance Graphics slides 2-7, 5-3

G

- global viewer 7-5
- graphics files ii
 - cropping 7-3
 - editing 7-7, A-5
 - slide show of 4-5
 - viewing 2-11, 7-2
- grayscale, thumbnails 4-7

H

- hardware requirements 1-2
- Harvard Graphics slides 2-7, 5-3
 - dragging and dropping 2-8
- Harvard Montage
 - creating OLE links with A-1
 - customer support 1-5
 - icon 1-3
 - printing files from 3-5
 - Viewer 7-2
 - workspace 1-3
- Help iii

I

- icons
 - adding to Toolbox 4-3
 - removing from Toolbox 4-4
 - showing names in Toolbox 4-4
- image files ii
 - cropping 7-3
 - editing 7-7, A-5
 - slide show of 4-5
 - viewing 2-11, 7-2
- images. *See* thumbnails
- index numbers 3-7
 - choosing thumbnails by 3-4
 - reordering 6-8
- information, file 3-2, 7-5
- installing Harvard Montage 1-2

K

- keyword lists
 - moving between albums 5-6
 - saving 5-6
- keywords
 - adopting 5-6
 - assigning to thumbnails 5-2
 - creating 5-5
 - creating from marks 5-10
 - in subalbums 5-2
 - printing 3-5
 - saving to file 5-4, 5-6
 - searching by 6-5
- Kodak Photo CD 3-8

L

- linking A-4
- loading properties 5-4
- logical operators 6-3

M

- Mark Palette 5-7
 - showing and hiding 3-3
- marks
 - converting to keywords 5-10
 - creating 5-7
 - moving between albums 5-8
 - removing 5-9
 - searching by 6-6
 - viewing 5-8
- media type
 - sorting thumbnails by 6-9
- memory
 - active file formats 1-4
 - albums on Shelf 4-5
 - in displaying thumbnails 3-2
- monitor options 3-8
- MONTAGE directory 1-2

Index-4

multi-image files. *See* files, multi-image
multimedia files ii
music, background 4-6

N

networks, albums on 4-11
number, on thumbnails 3-7

O

objects, linking and embedding A-1
OLE A-1
 editing files A-5
 preferences 3-7, A-2
online Help iii
opening albums 2-4

P

palettes, displaying 3-8
parentheses, in search criteria 6-3
paths
 checking link to thumbnails 4-8
 copying to clipboard 7-4
 relinking thumbnails 4-10
phone number, product support 1-5
Photo CD 3-8
PHOTOS.ABM 1-3
PowerPoint slides 2-7, 5-3
preferences 3-6
 OLE A-2
 Viewer 7-6
presentation files 1-4
 viewing 2-7
printing
 albums 3-4
 files 3-5
 keywords 3-5
 resolution A-3
 thumbnails 3-4
 time elapsed 3-5

product support 1-5
program groups
 adding to Toolbox 4-3
 removing from Toolbox 4-4
program icons
 adding to Toolbox 4-3
 removing from Toolbox 4-4
programs
 for editing graphics 7-7
 opening through Harvard Montage A-1
 running from thumbnails 2-10
 running from Toolbox 2-10, 4-2
properties
 album 4-7
 editing icon 4-3
 printing 3-4
 saving to files 5-4
 thumbnail 5-2

Q

queries, search 6-2
 saving 6-6
quitting Harvard Montage 1-5

R

read-only albums 4-7
relinking thumbnails 4-10
removing albums 2-4
repeating commands 4-8
requirements, hardware 1-2
running applications 2-10, 4-2

S

SAMPLES.ABM 1-3
saving properties to file 5-4
saving thumbnails to file 2-11
scanners 2-6
screensavers, transition effects 4-6

- scrolling 3-3
 - in Toolbox 4-4
- Search Ribbon 1-3
 - finding thumbnails using 6-5
 - showing and hiding 3-3
- searches
 - complex 6-7
 - simple 6-5
- searching for thumbnails 6-2
- selecting thumbnails 2-8
- sequence of thumbnails 6-9
- server applications A-1
- Shelf 4-5
- Shelf icon 1-4
- size of thumbnails 2-3, 4-7
- slide shows 4-5
 - saving settings 4-6
- slides, presentation 2-4
 - copying 2-9
 - in Harvard Montage slide shows 4-6
 - information about 3-3
 - printing 3-5
 - slide show of 4-5
 - viewing 2-7, 7-3
- snapshots. *See* thumbnails
- sorting thumbnails 3-7, 6-8
- sound files ii
 - slide show for 4-5
- source, selecting 2-6
- SPC directory 1-2
- spell checking 5-4
- starting Harvard Montage 1-3
- status bar 1-4
 - in Viewer 7-2
- subalbums
 - definition 2-2
 - information about 3-3
 - keywords 5-2
 - slides in 2-4, 2-7, 2-8
 - viewing images 7-3

- subjects
 - assigning to thumbnails 5-2
- support 1-5
- system requirements 1-2

T

- technical support 1-5
- temporary directories 3-8
- thumbnails 1-4
 - adding to albums 2-4
 - assigning keywords 5-2
 - assigning marks 5-7
 - changing program association 4-10
 - color 4-9
 - compressing 4-7
 - copying 2-11, 7-4
 - cropping 7-3
 - cutting and copying 2-10
 - definition 2-2
 - display options 3-6
 - displaying filenames for 3-2
 - file information 3-2
 - finding by date 6-5
 - going to specific 3-4
 - grayscale 4-7
 - linked and embedded A-1
 - managing across albums 4-7
 - moving 2-3
 - path to files on disk 4-8
 - printing 3-4
 - printing file for 3-5
 - properties 5-2
 - relinking 4-10
 - removing from album 2-6
 - saving 2-11
 - scrolling 3-3
 - searching for 6-2
 - selecting 2-8
 - selecting during search 6-8

Index-6

- size of 2-3, 4-7
- sorting 3-7, 6-8
- updating 3-7
- viewing 2-11
- viewing large 7-5
- viewing marked 5-8
- zooming 7-4
- titles, of albums 2-3, 4-7
- Toolbox 1-4
 - adding program icons and groups 4-2
 - opening files from 4-2
 - opening programs from 2-10
 - removing program icons from 4-4
 - Shelf 4-5
 - showing and hiding 3-3
 - showing icon names 4-4
- toolbox menu 4-3
- Tools icon 4-2
- TWAIN devices 2-6

U

- ULEAD.INI 1-2
- uninstalling Harvard Montage 1-2
- updating thumbnails 3-7

V

- video files ii
- Viewer 2-11, 7-2
 - creating OLE links with A-1
 - exiting 7-7
 - positioning windows 7-6
- viewing large images 7-5
- viewing multi-image files 2-7

W

- windows, Viewer 7-6
- WMF format 7-6
- workspace, Harvard Montage 1-3

Z

- zooming 7-4



Software Publishing Corporation
3165 Kifer Road, P.O. Box 54983
Santa Clara, CA 95056-0983
Part Number 16-0220-10